**Alcohol Education and Programming Grant Application
Semester and Year**

**Title of Program:**

**Date:**

**Time:**

**Location:**

**Description of Program and projected use of funds:** briefly describe the program and, its format (speaker, event, social with education, class project, video production), and the use of the grant funds.

**Applicant Information:**

Faculty Staff Student

1. **Applicant:**

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**Amount Requested:** $

**Budget Detail: Carefully complete the spreadsheets below.**

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**Marketing**: How will you market the program to students (if applicable)?

**Education Points/Focus:** Remember, positive messages work best. If education is part of the program, contact the Office of Wellness Promotion to discuss options before you submit the proposal.

**IMPORTANT:**

* **All expenditures paid for with these funds require detailed records, so please maintain a list of receipts to submit with your post-event report.**
* **Purchases made with the p-card are tax exempt, so please use the tax exempt number included on the piece of paper with the card.**
* **All reporting is due within 30 days of the completion of the event (see reporting form).**