

# THOMPSON RIVERS UNIVERSITY

## COMPREHENSIVE UNIVERSITY ENHANCEMENT FUND REQUEST "One-Off" Request

**Please print and complete this form with the appropriate signatures and approvals. On completion, please submit the original signed document to Linda Butt, OM1643, at least 7 days prior to a regularly scheduled meeting. Applications must be received and reviewed by the Committee prior to the date of the event. Retroactive applications will not be considered. The Committee meets every 2<sup>nd</sup> and 4<sup>th</sup> Tuesday from September to June. Meetings during July and August are as required.**

TRU Sponsor\* \_\_\_\_\_ Application Number \_\_\_\_\_

\_\_\_\_\_ Date Received \_\_\_\_\_

**\*Sponsors are strongly advised to read the CUEF guidelines regarding the sponsor's role before signing.**

Project title \_\_\_\_\_

Timeframe \_\_\_\_\_

Location (city and venue) \_\_\_\_\_

### **PROJECT OUTLINE (to be completed by initiator)**

Please provide sufficient information on the project to enable the CUEF committee to determine whether it potential benefit to TRU and how it meets the CUEF objectives (please use additional space if required).

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**PARTICIPANTS**

How many students will benefit from this project, and what will their involvement be?

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**CONTACT INFORMATION**

TRU Sponsor \_\_\_\_\_ TRU Department \_\_\_\_\_  
TRU Phone \_\_\_\_\_ E-Mail \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**DEAN'S/DIRECTOR'S COMMENTS**

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Signature \_\_\_\_\_ Date: \_\_\_\_\_

**BUDGET - Please specifically state the amount requested from CUEF**

Please provide a budget detailing your financial requests. Be clear about the amount you are requesting. Include in your budget the total cost associated with the project, other sources of funding applied for, any fundraising you have done to support this project, and all other sources of funding applied for (both at TRU and external to TRU).

**Projects where fundraising activities have been conducted will be given higher priority; therefore, fundraising is strongly encouraged.**

Not all applications can be funded. Hence, you should not expect guaranteed funding.

**If your application is successful you will be required to submit a follow-up report on the talk/lecture activities. The sponsor is responsible for submitting all original receipts.**