Catalyst Conference Fund Application

Applicant Details

Principal Applicant/Contact

Prefix
- ☐ Ms.
- ☐ Mr.
- ☐ Mrs.
- ☐ Dr.
- ☐ Mx.

First Name _____

Surname _____

Email _____

Faculty/Unit _____

Department _____

Position _____

Project Details

1. Please provide a brief description of the conference, including details on whether it is is local, regional, national or international, anticipated number of participants, primary objectives, timeline and anticipated outcomes. (Max 300 words).

_____
_____
_____

2. Briefly describe the public engagement activities to be included in the conference. (See the Fund Guide for examples of types of activities). (Max 300 words).

_____
_____
_____

3. Applications will be assessed based on the quality of engagement. Please describe how the activities noted above:

a) demonstrate mutual benefits and mutual contributions for Memorial and external/publics (Max. 300 words)

_____
_____
_____

b) align with at least one objective from Memorial's Public Engagement Framework. (Max. 300 words)

_____
_____
_____

Conference Budget

Please indicate all conference costs and expected revenue from all sources including Memorial Units.

Proposed Budget

Please indicate the intended uses of the Public Engagement Catalyst Conference Fund. Please select the number of budget categories (e.g. "Materials", "Travel", "Student assistance", "Other") and provide the justification (as it pertains to the engagement objectives of the project) and breakdown of anticipated costs per category where applicable.

Budget Categories
- 1
- 2
- 3
- 4

Budget Item 1

Budget Category _____

Amount _____

Justification _____

Budget Item 2

Budget Category _____

Amount _____

Justification _____

Budget Item 3

Budget Category _____

Amount _____

Justification _____

Budget Item 4

Budget Category _____

Amount _____

Justification _____

Financial contributions from other sources

If you have received any financial contributions from other sources, please select the number (up to 3) from the pulldown menu, and fill in the amount and name of the source.

Financial contributions received from other sources:
- 1
- 2
- 3
- 4

Financial Contribution 1

Amount of Contribution _____

Source _____

Has this contribution been confirmed?

Yes
No

Financial Contribution 2

Amount of Contribution _____

Source _____

Has this contribution been confirmed?

Yes
No

Financial Contribution 3

Amount of Contribution _____

Source _____

Has this contribution been confirmed?

Yes
No

Financial Contribution 4

Amount of Contribution _____

Source _____

Has this contribution been confirmed?

Yes
No

Amount requested from the Catalyst Conference Fund.

_____

Terms & Conditions

By submitting this application the principal applicant agrees that if awarded funding, they shall:Commence the project within two months of the date of notification of award.Complete report submission via our on-line reporting form as per fund guidelines (including evaluation data from the project) and enter the project information into Yaffle.Acknowledge the support of Memorial's Public Engagement Catalyst Conference Fund in any and all communications related to the project. Acknowledge that the Office of Public Engagement (OPE) has the right to use all or portions of submitted materials on our website and through other communications channels.Use the funding provided for the purposes as proposed and according to university and fund guidelines. Notify OPE in case of changes to the substance or timeline of the project and accept that failure to complete the project as per original proposal may result in the termination of award funding.Return unspent funds to OPE after the project has been completed or terminated. Accept that the funding allocation will be dispersed in two installments. 70% percent of the funding will be released upon the receipt of a signed award form; the remaining 30% will be released on completion of deliverables.

I understand and agree to the Terms & Conditions above.