



Request for Funding Form

***Group or individual seed funding request for meetings, special events,
conferences/symposia and other***

Name of Organization/Group: _____

Address: _____

Phone number: _____ Fax: _____ Email: _____

Leader's name: _____

Leader's contact information: _____

Treasurer's name: _____

(must be someone other than leader)

Treasurer's contact information: _____

☐ I am an individual requesting seed funding for a special event, which I am organizing

Name: _____

Address: _____

Phone number: _____ Fax: _____ Email: _____

Type of request: *(check one)*

☐ Support group meeting ☐ Special event ☐ Symposium ☐ Other

☐ If other please specify: _____

Please give a short description of your special event, symposium or other. If requesting a yearly amount for support group meetings please provide an anticipated schedule of meetings and what types of activities you foresee for the meetings:

Total amount requested: \$ _____

Below prepare an approximate budget and detail what you expect to spend on particular items. This can include things such as: *(attach additional sheets if necessary)*. Include a description of the amount requested

and any details you may have for each amount/item requested.

- ☐ Meeting space: _____
- ☐ Marketing/advertising: _____
- ☐ Printing: _____
- ☐ Mailing: _____
- ☐ Refreshments: _____
- ☐ Guest speakers: _____
- ☐ Fundraising: _____
- ☐ Awareness: _____
- ☐ Other (specify): _____

☐ I would like to request additional (non-monetary) support from PHA Canada in the form of:
(Where required, please specify any details, quantities needed, any additional comments or questions, as needed)

- ☐ Educational materials _____
- ☐ PHA Canada special event t-shirt(s) for myself and/or my volunteers (or to use as prizes)
**please note: for special events only. Up to 10 t-shirts may be requested*
Please specify: *quantity, colour (avail in black or white), size (sizes avail: S, M, L, XL)*
White: #S____, #M____, #L____, #XL____
Black: #S____, #M____, #L____, #XL____
- ☐ Help with promotion of my event (flyers, mail outs etc.) _____
- ☐ Attendance/speaking at event by a PHA Canada Board member or staff person
- ☐ Promotional goodies (wristbands, pins, magnets etc.) _____
- ☐ PHA Canada display banner to be sent for me to use at my event
- ☐ Use of PHA Canada online event registration/donation pledging system for my event
(available starting January 2011)
- ☐ Other: _____

Please note that PHA Canada will require accounting to be done at year-end or event-end depending on type of funding being requested. An accounting report (form will be provided) and receipts must be sent to PHA Canada. All remaining funds must either be returned to PHA Canada or will carry over into the following year's budget depending on type of funding.