

University of Kentucky AHEO Low-Risk Sponsorship Event Application

I. General Information: (complete with blue or black pen)

Contact Name: _____ Address: _____ Cell Phone: _____

Email: _____ Faculty/ Staff Contact Person: _____

Name of Event: _____

Date/Time of Event: _____

Name of organization or Residence Hall: _____

Amount of request: _____ Is **any** other funding available for this event? _____ If so, please explain.

Note: Grant requests are only funded if the event is held during a high risk time usually but not restricted to Wednesday, Thursday, Friday, Saturday evening after 9:30pm. This includes during times of "tailgating". Typical grant amounts range from \$100 - \$300.

II. Description of Event – (MUST be TYPED and attached to this form)

Briefly describe the event including **place, date, time, estimated attendance, and objectives of the event**. The purpose of this grant is to provide resources for student sponsored social events that do not include alcohol. **Make sure you clearly address this issue in your description.** If the grant application is approved, the sponsoring organization will be expected to promote the University of Kentucky alcohol policy and low risk messages provided by the AHEO, as well as dismiss any obviously or excessively intoxicated students. Include in your description three ways you will deliver the low risk messages at the event. You will be expected to relay this message in the three ways stated in your application. Delivering this message must include more than just saying "Be Responsible" or "This event was sponsored by the AHEO".

III. Detailed budget

Include a DETAILED budget that balances with the amount requested. Include item name, company, quantity, description, unit price, extend price, and total. BE SPECIFIC.

IV. Meeting to Process (TWO weeks prior to event)

Once you have completed Steps I, II, and III, meet with the Director of AHEO or CAUSE member two weeks prior to the event to process the application and discuss the low risk messages you will be expected to promote. If your application is approved, you will need to complete an evaluation form **within 3 days** after the event. If this step is not completed on time, the student or organization cannot apply for any additional funding. Organizations may be charged if found in any violation of this agreement. Receipts should be kept or copied and attached to the evaluation form. If there is money remaining, it should be returned in an envelope with the evaluation.

Application Date Received _____ Denied _____ Accepted _____ Amount _____

Director, AHEO

Signature of person completing the grant application

University of Kentucky AHEO Low Risk Grant Evaluation

KEEP to fill out after the event

Complete this form 3 days after the event, turn in leftover money and attach all receipts.
Return to Andrew M. Smith, 559 Patterson Office Tower or 518 Patterson Office Tower.

Name of person leading the program: _____

Address: _____ Cell Phone: _____ E-mail: _____

Grant Received: \$ _____

Briefly describe the group in attendance:

Name of Event: _____ Date/Time of Event: _____

Total # of participants: _____

of Males: _____ # of Females: _____

Location: _____

Area/Organization sponsoring the event: _____

*Remember to attach messages used to this evaluation and resources where you received the information.

What additional funding was available from sources on or off campus (this includes donation)?

How was the program marketed?

What resources were used during the activity or program to promote/discuss low risk messages? (Videos, articles, flyers, faculty/staff assistance). In what ways did you promote the low-risk message? How did it go?

Overall, how would you rate program effectiveness? What would you do differently next time?

In your opinion, how did students react to the low risk messages you were asked to communicate?

OFFICE USE ONLY:

Date received: _____ Receipts included: _____