

Once you have filled in this form, please return it via email oncampus@theiet.org with the subject line 'University Name – Event Funding Request'. If you require the funding before your event, please submit this 3 weeks before your event. If you are able to pay upfront and be reimbursed by The IET, please submit this 1 week before your event.

Please fill out the funding request form with as much information as possible whilst using the On Campus Funding Request Process and Helpful tips to organising your event documents.

Name of your On Campus group	Target audience of event
On Campus group lead event contact (full name and email address)	Expected number of attendees
	How much funding would you like? (maximum £500)
What is the title of your event?	<p>Funding Breakdown (show us your budget)</p> <p>Budget example: Venue – Free university room Light refreshments – £2.50pp (tea, coffee, biscuits) Printing of materials – £20 (posters and certificates, etc.) Robot electrical building components – £195 (5x Batteries, 5x wires, etc.)</p>
What is the date of your event?	
What is the venue for your event?	
What objectives are you looking to achieve by holding this event?	Are you receiving funding from another source? If yes, where and how much?

PLEASE NOTE

- Have you approached your IET Local Network, university department/faculty, students' union or any other potential sources of funding to see if they can contribute towards the event?
- Whilst we are keen to support your IET On Campus student community, please be realistic. For example, if you are thinking of providing food at an event please try and minimise the potential catering costs. Formal catering by an external provider can often be unnecessarily expensive for student events and in most cases food such as pizza or sandwiches are a more suitable option.
- Speaker fees are not permitted.
- Other costs will be assessed on a case by case basis.
- If your funding request is successful, you are required to return a completed metrics form to oncampus@theiet.org