

Event Proposal | [Insert Event Name] | [Insert Group name]

Event Name:

Time/Date:

Location:

Description of group/students applying:

Provide a BRIEF description of your group including your aims and your historic successes. Talk yourselves up! Give the reader confidence in investing the money in your group.

Description of event:

Provide a BRIEF description of your event. This section provides the reader with a basic overview of what the event is about. Some events do not need much explaining, but other events may be new and innovative and require greater description (e.g. an event that serves a special purpose, or a new format for competition, or combines together different groups).

Your BRIEF description should be an overview of the event (include the number of days/hours over which the event will be held, how many participants are expected, the venue for the event, the key speakers the most important feature of the event).

Objectives of Event:

Use this section to lay out what the main aims and objectives are of your event. E.g. To raise awareness on a key issue; to produce a paper on a particular topic; to grow a network or movement.

Also be explicit about the benefits of the event to the group/campaign. Why is it important for this event to be held at this time by you? How does this event contribute to new economic thinking? Are there any particular hot economic debates that it will add to? Sell the event to your funder! Make sure that this section reflects what the funder is interested in funding! For example, the Young Scholars Initiative are really interested in supporting events that inspire or focus on new economic thinking. Make sure you tell them why your event does this!

Budget Outline [see attached budget]:

Explain in broad terms what the money will be used for. Use the budget to go into more detail.

Outline of Institutional Support:

Explain in broad terms the support you have for the event and reference any proof of support that you already have.

Notes: The entire proposal should not be more than 2 A4 pages!