# Partnership Recognition Fund Application Form

## UBC Community Engagement

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| NAME OF PROJECT FUNDS WILL SUPPORT |  |
| PROJECT TIMEFRAME (DD - MM - YYYY) | **Start date:**       **End date:** |
| AMOUNT OF FUNDING REQUESTED ($500 to $1,500) |  |
| 1. **Please describe your proposed project, including activities you have planned, what you hope to accomplish by taking on this work and how this will benefit all partners, including how it may involve affected communities or community members (400 words or less):** | |

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| 1. **Please describe the history of your partnership and the work you have previously completed, including who has been involved, for how long and to what ends (200 words or less):** |

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| 1. **Will your project team develop any products or hold public events? If yes, please provide any important dates or deadlines (e.g. dates of scheduled events, publications, etc.):** |

1. **Please describe in the table below the planned expenses for your project, with cost estimates (please be as specific as possible):**

|  |  |
| --- | --- |
| Planned Expense Item | Cost $ |
|  |  |
|  |  |
|  |  |
| **Total Expenses (between *$500 and $1,500*)** |  |

## Declaration (Signature or Electronic Signature Required)

I certify that the information given on this application is true, correct and complete in every respect and if awarded the fund, I agree to abide by the established terms and conditions.

I agree to allow the University of British Columbia to use the report and photo(s) I provide on University websites or promotional materials for the fund.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **Name of Community Applicant** |  | **Signature of Community Applicant** |  | **Date** |
|  |  |  |  |  |
| **Organization Name** |  | **Email Address** |  | **Address** |
|  |  |  |  |  |
| **Name of UBC Applicant** |  | **Signature of UBC Applicant** |  | **Date** |
|  |  |  |  |  |
| **Unit/Department/Faculty Name** |  | **Email Address** |  | **Address** |

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Instructions for Submitting your PRF Application

1. Save your completed application **as a PDF** using the following format:

“***Project Title –* PRF (DD/MM/YYYY)**”

1. Send the application via email to [community.engagement@ubc.ca](mailto:community.engagement@ubc.ca) with the following subject line:

**PRF – *Name of application – DD/MM/YYYY***

1. We will confirm receipt of your application **within 3 business days**. If you do not hear from us, **call us immediately at 604 822-8403** to ensure your application was received.