



SAC Big Ticket Events Call For Funding Applications

The Big Ticket Event is the largest and most competitive grant awarded by the Student Affairs Committee (SAC). Big Ticket Events include conferences, speaker series, and workshops – anything that would spark widespread interest in the F&ES community. It is typically endowed four times in a calendar year and is open to all SIGs or other student organizations in F&ES. SAC generally funds Big Ticket Events with budgets from \$1000 – \$4000. Please read and follow the application instructions carefully. We want you to present your event in the best possible light so we can continue supporting exciting and enriching programs here at F&ES.

Guidelines:

1. Deadlines for applications:
 - a. October 22nd (for events scheduled for late Fall or early the following Spring)
 - b. December 1st (for events scheduled for early the following Spring semester)
 - c. February 13th (for the Spring semester)
 - d. April 8th (for events scheduled for the following Fall)
2. The number of winners shall vary depending on the applications received and there may be a waitlist.
3. Reporting: Within 2 weeks after the event has taken place, the winners must provide:
 - A spreadsheet outlining actual expenditures
 - A brief report on the event, including attendance and student feedback
4. One SIG/student group can submit applications for multiple events; however, each event must have its own application. Collaborations are strongly encouraged. If an event is being organized by multiple SIGs, a single application should be submitted.
5. SAC will not fund events that clash with existing scheduled events. SAC may offer funding to prospective events with clashing dates contingent on one of them moving the dates for their event. In case this turns out to be impossible, SAC will decide which event to fund based on majority voting within SAC and award the other event's funding to a candidate on the waitlist.
6. Applicants need to cite all sources and amounts being sought, amounts received, and certainty of receiving outside funding.
7. The money for each category of the event (food, travel, etc.) is transferred from the SAC account as they are charged.
8. The application requirements may change between application cycles, but SAC would communicate these beforehand.



9. Send completed application to sac@panlists.yale.edu. Please contact SAC at this email with questions.

Application Requirements:

1. Name and dates of event
2. Group(s) sponsoring the event & lead student contact information
3. Total cost of event & amount of funding requested from SAC
4. Venue and speaker information
5. One page description of event, including:
 - a. Agenda
 - b. Current status of planning (please indicate whether things like speakers and venues are confirmed or tentative)
 - c. Anticipated attendance
 - d. How the event would facilitate widespread participation, increase awareness and information on key issues, and contribute to community-building at F&ES
6. Detailed Budget spreadsheet. Itemize costs such as food, travel, accommodation, supplies, training fees, etc.