



# Application Form

## For Continuing Education Fund

### Purpose of the Continuing Education Fund

- To make available the fruits of academic scholarship for inquiring minds within and beyond the university community and to foster discussion on matters of public good in the University's role as critic and conscience of society.
- To provide some financial and other support for events which would otherwise not take place.

Closing date:

Before completing this application please read the Continuing Education Fund Guidelines, available at [otago.ac.nz/courses/continuingeducation](http://otago.ac.nz/courses/continuingeducation). Please do not use acronyms when entering names of organisations or departments, use full names. Please send your completed application form to the Summer School and Continuing Education Office or email [continuing.education@otago.ac.nz](mailto:continuing.education@otago.ac.nz)

### Applicant's Details

Name

Department

Title of Event

Department account code

Email

Phone

**Project Proposal:** Please provide an overview of the Project (what, why, who)

**Project details:** Where and when will your project take place?  
(Include start and finish times, venue (name and address), dates, course fee for participants if applicable.)

Dates

Start and finish time

Venue name and address,  
include room number,  
if applicable

Door charge or course fee, if applicable

### Audiences or Participants

Please indicate which groups your project will appeal to:

Interdisciplinary

University wide

Post graduate students

Undergraduate students

Professionals in Otago community

Local community

Alumni

### What type of event are you planning?

Public Lecture

Short Course

Seminar

Symposium

Other – please describe

### Project Budget

Please supply your departmental account code

### How much money are you requesting from the Continuing Education Fund?

NB: Please provide a budget in the section below.

\$

### Total Project Costs

Travel & Accommodation

\$

Visiting Lecturer fee

\$

Advertising

\$

External Venue Hire

\$

Course Materials

\$

Catering

\$

Total Costs

\$

### Estimated Income / your contribution towards meeting costs

Ticket sales

\$

Other grants or donations

\$

Existing funds (within Department or Division)

\$

Total Estimated Income

\$

Show how you calculate your funding request here:

Total Cost of Project	\$
Less Total Income	\$
Amount requested	\$

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#### Declaration and Checklist

I have received departmental approval for this application

I have supplied my departmental account code

I will use the CE logo in any advertising

I will acknowledge CE support verbally at public events

I will inform the CE office of any changes to dates or times, or any other changes that will affect participants

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Applicant signature Date

HoD signature Date

PVC / Dean signature Date