



HRI Conference & Event Funding
Application Form

This funding provides partial support for conferences and events arranged or coordinated by HRI Associates and held within twelve months of the competition deadline. The event does not necessarily have to be held at Brock but must clearly relate to or enrich the Humanities experience at Brock University or promote the reputation of the Faculty of Humanities at Brock. [Read the full description and criteria online.](#)

Competition deadlines are October 15 and March 15, or the first working day thereafter. The application must be received by 4:00 p.m. on the day of the deadline by email to the HRI (hri@brocku.ca). Only electronic applications will be accepted.

This form is designed to help your HRI-sponsored event maintain a high level of professionalism and to provide consistency across funding application requests.

SECTION 1 – Event Organizer Information

Applicant’s name: _____

Department: _____

Brock email: _____ Extension: _____

If someone other than the HRI associate will be managing the event planning, please include their information below:

Name: _____

Role: _____

Department: _____

Email: _____ Extension: _____

SECTION 2 – Event Overview

Event or conference name: _____

Date: _____

Location: _____

This event is in person online hybrid



Please provide a description of your event, including how this event connects to your research plan and its potential impact in the relevant academic field(s). (Max. 250 words)

Please describe what experiences or opportunities this event will provide to Brock undergraduate and graduate students. (Max. 250 words)



Please list any other Brock University units collaborating on this event (e.g., other Faculties and departments, Library, Makerspace, Human Rights and Equity, Office of Research Services, etc.)

Who is the target audience for your event and will the event appeal to people beyond Brock?

Undergraduate students

Graduate students

Scholars in my discipline

Scholars in other disciplines (Specify): _____

Local community members

Other: _____

The audience will be primarily

local to Niagara and/or Ontario

national

international

How many attendees do you anticipate? _____

How many panelists/presenters/speakers/performers will your event feature? _____

SECTION 3 – Event Planning & Promotion

Please indicate University services you will be coordinating with for a successful event:

Room bookings

Catering

Security

ITS

Conference services

Marketing and Communications

Alumni Relations

Government Relations

Other: _____



Please indicate any organizations external to Brock with whom you will be coordinating.

Please note the following guidelines and process for Brock News and social media requests:

1. Publicity materials for the event must indicate HRI sponsorship, be in alignment with Brock standards, and be approved by the HRI Director in advance of circulation.
2. Requests for graphic design should be sent to [Marketing & Communication](#) with sufficient lead time.

Which internal to Brock communication channels do you anticipate using to promote your event?

Brock News

Brock social media channels

Experience BU

HRI Bulletin

Brightspace or other department communication

Other: _____

What external communication channels do you anticipate using to promote your event?

Newspaper, radio, and/or TV

Academic listservs or emails

Public posters, pamphlets, or print advertising

Direct outreach to organizations or academic departments, etc

Other: _____

SECTION 4: Budget

Include a completed [HRI Funding Budget Template](#) for your project. This form will also be used to report on your actual expenditures when you file your final grant report.

Total funding requested: \$ _____



Budget justification: Outline the projected total costs, indicating the aspect for which HRI funding is requested, sources of revenue currently in hand or applied for, and in-kind support. If you plan on hiring student RAs, please describe the role of students and the value of their work to their professional development. (max. 1 page)



SECTION 5: Additional Notes (Optional)

Please provide any additional information you think the adjudicating committee should be aware of. (Max. 250 words)

SIGNATURE

Please email this completed form, the completed budget template, and proof of employment (for sessional or LTA members) to hri@brocku.ca. Submission from your Brock email will be accepted as a signature.

I have reviewed and agree to the [HRI funding criteria](#) as posted on the HRI website.

Signature _____

Date _____

FOR HRI USE

Date received: _____ Funding granted: \$ _____ Date: _____

Notes: