

- Email your completed application and attachments to eapaward@ualberta.ca prior to the deadline of **February 27, 2017**.
- The application form must be submitted as an electronically-filled PDF. Scanned or hand-written applications will not be considered. Please complete this form using the latest version of Adobe Reader, which may be downloaded for free here: <http://get.adobe.com/reader/>.

Select one: University of Alberta Student Club Secular registered charity

Section 1

Contact Person's Information

First Name:		Last Name:	
Street Address:			
City, Province:		Postal Code:	
Phone:		Email:	

Section 2

Sponsoring Organization

You may attach a brief syllabus or outline of the abroad opportunity, if available.

Organization Name:			
Street Address:			
City, Province:		Postal Code:	
Phone:		Email:	
Charitable Number:			
Website:			

Section 3

Proposed Activity

Description:

Beginning Date:		End Date:	

If an overseas activity, provide the name and profile of your overseas partner(s).

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How will this activity be implemented and what resources will be used?

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How does this activity meet the objectives of the Lee Global Education Awards?

Is this activity targeted exclusively at *either* University of Alberta students or young Albertans (up to 30 years of age)?

Yes No

If no, explain why not:

How are participants recruited and selected?

If the participants have already been selected, provide their names and their educational institution affiliation. If they have not been selected, when will they be selected?

What are the goals and expected outcomes of this activity for your organization and for the participants?

Have you been funded by the Lee Global Education Awards Previously?	Yes	No
If yes, in what year did you receive funds?		

If an overseas activity, answer the following questions:

What are the goals of this activity for the host community?

Describe the pre-departure orientation

Describe your debriefing activities.

Identify the top five risks participants will face. Consider legal, health related, natural hazards, and socio-cultural risks e.g. religious, political stability, or crime.

1.

2.

3.

4.

5.

Identify risk control measures to mitigate, transfer, or eliminate risks identified.

1.

2.

3.

4.

5.

Section 4

Proposed Budget

Expenses

List all anticipated expenses, such as travel costs, immunization, living expenses, special fees, special equipment needed (type one item per line):

Item Description	Cost
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL	\$

Revenue

List all anticipated sources of funding, including personal funds. Indicate which are applied for but not confirmed

Source	
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL	\$

Amount requested from the Lee Global Education Awards:	\$
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If Lee Funds are going towards a specific aspect of a much larger project, please indicate what the Lee Funds will be used for.

What will happen to your activities if only a portion of your request is provided?

Section 6

Supporting Documents

You must submit the following supporting documents along with your application electronically.

- 1. Information about your organization's purpose and goals**
- 2. Information about previous global education activities**
- 3. List of current board of directors, including one sentence describing his/her background and experience**
- 4. Most recent audited financial statement***
- 5. Lee Global Education Award Declaration Form**

*For student groups lacking a board of directors or audited financial statements, please include a list of officers, the size of your membership, and your most recent financial statement

Send application package via email to: Scholarship Assistant Education
Abroad Program University of
Alberta International
eapaward@ualberta.ca