**APPLICATION FOR PROJECT/PROGRAMME/ WORKSHOP/EVENT/……………………….….. - 20……**

NO:

1. **Title of the Programme/Event:** ………………………………………………………………...
2. **Name of the Programme/Project:** ……………………………………………………………
3. **Name of the Coordinator/in-charge:** ………………………………………………............
4. **Venue/Place:** …………………………………………………………………………………….
5. **Date:** from……………………… to ………….…………… No. of Days: …………………...
6. **Time:** from……………………... to ………………………..
7. **Objective(s):** …………………………………………………………………………….............

…………………………………………………………………………………………...................

…………………………………………………………………………………………...................

1. **Nos. of Participants:**

Students : …………………..

Academic Staff : …………………..

Resource Person(s): …………………..

Guests : …………………..

Invitees : …………………..

Other : …………………..

**Total** : …………………..

1. **Budget and Source of Funds**
   * 1. Estimated Budget: - ………………….

…………………………………… - ………………….

…………………………………… - ………………….

…………………………………… - ………………….

…………………………………… - ………………….

**Total** - ………………….

* + 1. Source of Funds: …………………………………………………………………………..

1. **Recommendation**

…………………………... …………………………..

Signature of Coordinator/ Date

In-charge/etc.

1. **Approval of the Head of Department**

Approved/Not approved .…………………………………………………………………………

……………………………………………………………………………………………………………

…………………………... …………………………..

Signature Date