**george taylor richardson memorial fund**

**REPORT FORM**

Upon the completion of your visit, please provide the information requested below and return this form to the Provost’s Advisory Committee for the Promotion of the Arts to pacpa.provost@queensu.ca. Future applications to the George Taylor Richardson Memorial Fund will not be considered unless and until this report is submitted.

Please note that the guidelines for the lectureship stipulate that any unused portion of an award be returned. The Provost’s Advisory Committee for the Promotion of the Arts is not responsible for covering deficits of visits that cost more than the anticipated budget.

Please include with this report a financial statement for the relevant program and copies of promotional materials, programs, etc.

|  |  |
| --- | --- |
| Event Name: |  |
| Contact Name: |  |
| Department/organization: |  |
| Phone Number: |  |
| Email Address: |  |

|  |  |
| --- | --- |
| Date(s): |  |
| Location(s): |  |
| Estimate Audience: |  |

|  |  |
| --- | --- |
| Attachments: | Please attach copies of and promotional materials, programs, etc. as well as your Financial Statement as appendices. |

|  |  |  |
| --- | --- | --- |
| Funding Summary: | GTR Funds Awarded: | $ |
| Total Funds Raised from other sources: | $ |
| Total Expenditures: | $ |
| Unspent Funds: | $ |

|  |  |
| --- | --- |
| Returning Unspent Funds: | Please return any unspent fund in one of the following ways:□ Cheque (made payable to Queen’s University) OR□ Journal entry\* to the following chartfield for the appropriate amount:  |
| Fund:: | 72686 | Department:: | 10001 | Account:: | 480001 |
| *\*please contact* *pacpa.provost@queensu.ca* *if you require assistance with* *returning the unspent funds.* |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |