

Hotel Management School Maastricht

Application form The Extra Mile Fund

General information

Date application	
Name organisation	
Name contact person 1	
Email contact person 1	
Naam contact person 2	
Email contact person 2	
Naam contact person 3	
Email contact person 3	

Activity

Name activity	
Describe the activity	
Date activity	
Location activity	
Total amount requested	
Total budget	

Signature contactpersons

	Place	Date	Signature
Contactperson 1			
Contactperson 2			
Contactperson 3			

Description of the activity for which funding is requested
What are the objectives of the activity?
Which soft skills will be further developed among the participants?
What is the intended impact of the activity on the participants? And on the community? Why is it important that this activity takes place?
Who is the target audience for the activity, and how many participants are expected? How many participants are HMSM students?
How will the activity be promoted to the target audience? (Channels, timing, and expected reach) Please add images if relevant.
Why is this activity appealing to HMSM students?
Are any HMSM (or Zuyd) staff members involved in organising the activity?
Is this a new activity for HMSM? If the activity is repeating (e.g. annual), what is new or different this year?
Please briefly outline the preparation timeline for the activity.

Budget: [name activity, date, location]			
Item	description	Income	Expenses
Venue			€ 0,00
Promotion	Printing costs		€ 0,00
Speakers expenses	Travel reimbursement		€ 0,00
	Speaker gifts		€ 0,00
	Refreshments speakers		€ 0,00
Programme costs	Speakers fee		€ 0,00
	Food & beverage costs		€ 0,00
Contingency costs (10%)			€ 0,00
Contribution from [own organisation]		€ 0,00	
Participant contributions		€ 0,00	
Requested grant The Extra Mile Fund		€ 0,00	
Sponsorship [company x]		€ 0,00	
Total		€ 0,00	€ 0,00

Additional information budget items

Venue	
Promotion	
Speakers expenses	
Programme costs	
Contingency costs	
Contribution from [own organisation]	
Participant contributions	
Grant The Extra Mile Fund	
Sponsorship [company x]	