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**Institutional Event Grant Application**

**Due Date: Friday, September 29th at 5:00 pm**

Full Name:

Institution:

Title:

Phone Number:

Email:

Mailing Address:

Description of proposal program of event (including location, date, estimated attendance, etc.):

Which of TWHE’s strategic priorities will the proposed program or event address? Check all that apply:

Provide professional development, networking, and advocacy for women holding or aspiring to leadership positions in higher education

Empower women to take advantage of opportunities for advancement and professional growth

Promote women’s involvement in local, state, and national leadership development opportunities

Recognize women leaders and celebrate their contributions to higher education

Engage leaders in supporting the mission and strategic priorities of TWHE

Describe how the strategic priorities you checked will be addressed by your program or event:

Provide a complete budget for your event, including how the $500 grant funds, as well as any other funding, will be used (ex: meals, books, catering, gifts, speaker fees, etc.):

By submitting this application you agree to the following:

1. Institutional Event Grant awardees are required to attend the 2024 TWHE annual conference to be held in Corpus Christi, TX on April 7th through 9th.
2. All grant awardees will participate in a panel at the annual conference to share their experiences with other attendees.
3. All grant awardees will receive free conference registration.
4. All grant awardees will be featured in a press release to be shared in various outlets such as TWHE LinkedIn and Facebook pages. The press release will also be shared with the awardee’s institution.
5. All grant awardees are required to submit receipts to the TWHE Treasurer showing how grant funds were used. Grant funds must be sent in direct support of the program or event that is proposed.
6. All grant awardees agree that any unused funds will be returned to TWHE by a deadline to be set by the organization.

Full Name/Signature:

Date:

Submit completed forms to [TWHEconnect@gmail.com](mailto:TWHEconnect@gmail.com) by **Friday, September 29th at 5:00 pm**.