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| --- | --- |
| **What is the name of the event/project?** |  |
| **When will the event/project be held?** | **Date:**  **Time:** |
| **Where will the event/project be held?** |  |
| **What is the purpose of the event/project?** |  |
| **How will the proceeds be divided if more than 1 organisation?** |  |
| **What will be the cost to participate in the event or to fund the project?** |  |
| **Details of the event.**  *e.g. The concept.*  *What is the process?*  *How will it be organised?* |  |
| **How will you advertise the event/project?** |  |
| **Who will be taking the Lead role?** |  |
| **Which other Rotarians will be involved in planning the event?** |
| **Do you need any additional assistance?** | ***Note.*** *Either other Rotary Clubs or other organization(s)* |
| **Identify any risks and propose mitigation measues.** |  |
| **Any other information** |  |
| **Submitted by** | **Name: Date** |

**BUDGET FOR: CNOY 2025 (Southampton RC share of costs/income)**

|  |  |  |
| --- | --- | --- |
| **EXPENSES** | **Estimated** | **Actual** |
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|  |  |  |
| **TOTAL EXPENSES** |  |  |

|  |  |  |
| --- | --- | --- |
| **INCOME** | **Estimated** | **Actual** |
| **%** |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL INCOME** |  |  |

|  |  |  |
| --- | --- | --- |
| **TOTALS** | **Estimated** | **Actual** |
| **INCOME** |  |  |
| **EXPENSES** |  |  |
| **PROCEEDS** |  |  |

**Please send your completed proposal and budget to the appropriate**

**Committee Chair for consideration.**

**Thank you.**