



UNIVERSITY
OF ALBERTA

GREEN and GOLD

SAMPLE APPLICATION

This handout is intended to provide applicants with an example of how to write a complete **activity description** and detailed **budget** for their activity. This is a sample portion of an activity.

University of Alberta Career Centre
2-100 SUB | uab.ca/cc
780-492-4313
greenandgoldgrant@ualberta.ca

ACTIVITY INFORMATION

Name of Activity: 42nd Annual International Towel Folding Conference

Host Organization: The Best Towels Ever Company

Location of Activity: Halifax, NS Canada

Website: www.aitfc.com

Describe the Activity (purpose, timelines, outcomes):

This conference is for people that love to sort and organize towels. The world's best towel folders are coming together to teach us about the newest and greatest methods. As companies come out with new materials for towels, the folding techniques continue to evolve. I will have hands-on experience with oversight from towel folding legends. This 3 day conference will enhance my skills and network as I start to build my towel folding empire. The connections I will make with other conference attendees and presenters will be invaluable as their knowledge will assist me in starting my business.

ACTIVITY INFORMATION

Activity Format In person
(remote, in person,
hybrid, other):

Itinerary:

*Upload a document or
screenshot, if available

42nd Annual International Towel Folding Conference



Brought to you by
The Best Towels Ever Company

March 15 - 17 in Halifax, NS

March 15, 2 -5 pm: Registration and attendees meet & greet

March 15, 7 - 9 pm: Initial Folding Competition

March 16, 7 - 9 am: Breakfast, networking, and keynote address

March 16, 9 am - 5 pm: Concurrent sessions

March 16, 5:30 -7:30 pm: Dinner Banquet

March 17, 7 - 9 am: Breakfast and networking

March 17, 9 - 11am: Final Folding Competition

ACTIVITY INFORMATION

Start Date: 03/15/2024

End Date: 03/17/2024

Departure Date: 03/14/2024

Return Date: 03/17/2024

Explanation of Dates:

I would like to arrive the day before as it is a long flight (~7 hours) and I want to be well rested for the Initial Folding Competition.

Efforts to minimize overall costs:

I am hoping to share a hotel room with another U of A student. The hotel is within walking distance of the conference venue. I will be using a shuttle to get from the airport to my accommodation which is lower in cost than a taxi/Uber/Lyft.

BUDGET

Total Cost of Activity: \$2455

Total Amount You're Requesting from Green and Gold (80% up to \$1500): \$1500

Airfare: \$800

Airfare Explanation: Round trip from Edmonton to Halifax with one checked bag each way.

Ground Transportation: \$260

Ground Transportation Explanation: Taxi to and from Edmonton airport (\$80 each way, including tip), shuttle to and from Halifax airport and accommodation (\$50 each way, including tip)

Meal Allowance: \$245

BUDGET

**Meal Allowance
Explanation:**

March 14 (lunch, dinner, incidental - \$55), 15 (full day, incidental - \$70), 16 (lunch, incidental - \$25), 17 (lunch, dinner, incidental - \$55), 18 (breakfast, lunch, incidental - \$40)

Registration:

\$150

**Registration
Explanation:**

Student rate registration for the conference (non early bird because I can't register until I know if I have funding).

Accommodation:

\$1000

**Accommodation
Explanation:**

*The specific accommodation does not need to be listed

\$250/night x 4 nights = \$1000 (hoping to split with another person but I don't know for sure if they are coming).