Oakcliff Prize Grant Pre-Approval Form

**Applicant Information**

Name / Team \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Request \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event Information**

Event Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Venue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Funding**

Total Amount Requested: \_\_\_\_\_\_\_\_\_\_\_\_

*Please fill in columns 2&3:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Details (if needed) | Estimated Cost | Approved | Actual |
| Entry Fee: |  |  |  |  |
| Travel Expenses: |  |  |  |  |
| Arrival Dates: |  |  |  |  |
| Departure Dates: |  |  |  |  |
| Flight, Train or Car: |  |  |  |  |
| Number of Tkts: |  |  |  |  |
| Gas: |  |  |  |  |
| Total Milage: |  |  |  |  |
| Tolls: |  |  |  |  |
| Coach Fees: |  |  |  |  |
| Number of Days: |  |  |  |  |
| Daily Fee: |  |  |  |  |
| Boat Transportation: |  |  |  |  |
| Trucking: |  |  |  |  |
| Flight: |  |  |  |  |
| Customs: |  |  |  |  |
| PerDiem: ($30) |  |  |  |  |
| Number of Crew: |  |  |  |  |
| Number of Days: |  |  |  |  |
| Exceptional Requests: |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Reason Exceptional Request is Mission Critical for Olympic Success:

**All expenses must be based on cheapest feasible option. Approval will be made upon estimates. Receipts must be attached for payment. Payment on preapproved expenses will be made within 15 days of proper documentation.**

**APPROVED By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If approved you agree to liaise with Oakcliff PR staff and provide the following:**

Class, regatta format, results,

Challenges- What challenged you most today? How did you, (or how will you in the future), overcome that challenge?

Exciting tid-bits – What was a highlight for you? Meeting someone, sailing with someone, a funny moment, a learning moment, etc

Photo(s) – Send at least one per day. If there happens to be a photographer at the event, try to get their contact to pr@oakcliffsailing.org