

Leslie Mwandawiro
Sustainable Development Club
6503 Dunnedin Street
Burnaby, BC, V5B 1Y7
lmwandaw@gmail.com

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The Office of the City Clerk
Financial Management Committee
Burnaby City Council
4949 Canada Way
Burnaby, BC V4G 1M2

Dear Financial Management Committee:

Simon Fraser University (SFU) Sustainable Development club is a student-led organization that engages the SFU community in dialogue around sustainable development. Our aim is to bring about actionable change in three key areas: society, environment and business. This year our objective is to address all three. The Sustainable Communities Conference ties these themes together by showcasing achievements made from various sectors in society. We are excited to have a variety of speakers ranging from Burnaby mayor Derek Corrigan to SFU's own Milad Parpouchi. We hope to spur actionable initiatives through interactive workshops and lectures, which will be attended by Simon Fraser University students and senior high school students. This is a formal application for a grant in the amount of \$550 dollars.

If granted, our request for \$550 dollars will be applied towards the venue and audio/visual costs. Kindly refer to our event budget information provided in the attached file*. We have secured sponsorship from a variety of donors, however ticket sales still drives the majority of our expected revenue. If we do not sell out the venue, then our expected revenue will decrease, offsetting the costs we face. These funds would provide a safety buffer for minimum amount of ticket sales required. These funds would be used within one week of the end of the conference, by February 3rd. Thank you for your time and considerations. If you have any questions please do not hesitate to contact us at sdg-info@sfu.ca.

Sincerely,

**provided under separate cover*

Leslie Mwandawiro
Sponsorship Director