** Funding Request Form**

**RECEIVED**

**APPROVED**

Decisions are made on a case-by-case basis.We usually consider funding for competition fees, event entries, guest speakers, equipment & facilities, and anything else benefitting the majority of your membership. However, please note we *generally* do not fund printing, fuel costs and accommodation. We **cannot** fund fundraising events, and we **will not** fund retrospectively (something that has already been paid for).

**The Activities Funding Committee try to meet weekly to discuss applications, however forms should be submitted four weeks prior to when you need the funding. This time allows for any delays in decision making and any questions the committee may have about your form.**

**Details**

|  |  |
| --- | --- |
| Club Name |  |
| Request Name |  |
| Category (e.g. Tuition/ Entry Fees/ Other) |  |
| Number of People Benefitting |  |
| Date Funding Required |  |

**Financial Details**

|  |  |
| --- | --- |
| Current Club Balance |  |
| Total Cost For Event (Overall) |  |
| Member Contribution (Per Member) |  |
| Club Contribution (Club’s Money) |  |
| Total Fundraised For Club This Year (Excluding membership) |  |
| **Total Balance Requested** |  |

**Cost Breakdown**

Please provide a breakdown of the costs, including all associated costs and, if there are, how they’re being covered. Please attach any quotes/ evidence of costs if possible. Please justify why using current club funds is not feasible.

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**Additional Details**

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Provide any other details you feel are important here, for example justifications or anything relevant to our decision.

Please provide the names and signatures of two authorised signatories, one of which must be the treasurer.

|  |  |  |
| --- | --- | --- |
| **Committee Position** | **Name** | **Signature** |
| Treasurer |  |  |
|  |  |  |

**Please use this page for any supporting evidence.**