## Society/Club details

|  |  |
| --- | --- |
| Name of Club/Society | Click here to enter text |
| Campus location | Choose an item |

|  |  |  |  |
| --- | --- | --- | --- |
| President Name | Click here | Email | Click here |
| Treasurer Name | Click here | Email | Click here |

**Society bank details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Bank Name: | Bank Name | Account No: | 00000000 | Sort Code: | 00-00-00 |

|  |  |  |  |
| --- | --- | --- | --- |
| Society Organisation | | | |
| This form is for established groups who have reached a level of organisation that requires funding to be allocated annually. You are expected to have; | | | |
|  |  | Been running over a year |  |
|  |  | Held an Annual General Meeting |  |
|  |  | Have democratically elected committee leaders |  |
|  |  | Have a dedicated bank account with two signatories |  |
|  |  | Have produced accounts for last year |  |
|  |  | Be actively acquiring new members |  |
|  |  | Carried out some fundraising |  |

## Allocation of budgets

|  |
| --- |
| The amount allocated to your society/club by SRUCSA will depend on several factors. From SRUCSA’s point of view, it will depend on how much of a total budget we have to allocate to societies. From the viewpoint of your society, we will take into account the following factors:   * How realistic is your budget application? * Is your society doing enough to raise their own funds (generally through membership fees, sponsorship or fundraising)? * Are the costs an appropriate way to spend society funds? * Has your society submitted an annual report for the previous academic year? (Budgets will not be allocated until this has been received). * How many members did your society have last year? * How active was your society last year? * Did your society maintain regular communication with SRUCSA in the previous academic year and answer important emails in a timely manner? * Was the society’s money spent appropriately last year * Has the budget application been received on time? |

## Details of Annual Activity

|  |
| --- |
| Please give details of what you aim to do with the funding throughout the year. Please provide as much detail as possible to aid your application.  Click here to enter text. |
| How do you plan to encourage students to join your society? How will you promote you events?  Click here to enter text. |

## Activity Expenditure

|  |  |  |
| --- | --- | --- |
| Please give a summary of expected expenditure for the activity. This might include Venue Hire, Equipment Costs, Printing and Promotion, Events and Activities, Travel, Accommodation, Registration Fees. | | |
| Description | Supplier | Cost |
| Click here to enter text. | Click here to enter text. | £0.00 |
| Click here to enter text. | Click here to enter text. | £0.00 |
| Click here to enter text. | Click here to enter text. | £0.00 |
|  |  | £0.00 |
|  |  | £0.00 |
|  |  | £0.00 |
|  | Total Expenditure: | £0.00 |

## Activity Income

|  |  |  |
| --- | --- | --- |
| Please give a summary of expected income throughout the year. This should include Membership fees, Fundraising, Ticket Events and Sponsorship. Not including this funding request. | | |
|  | | |
| Description | Supplier | Amount |
| Click here to enter text. | Click here to enter text. | £0.00 |
| Click here to enter text. | Click here to enter text. | £0.00 |
| Click here to enter text. | Click here to enter text. | £0.00 |
|  |  | £0.00 |
|  |  | £0.00 |
|  | Total Income: | £0.00 |

## Requested Funding

|  |  |  |
| --- | --- | --- |
| SRUCSA can cover *up to* 65% of your total expenditure, please include the amount you would like SRUCSA to cover. | | |
|  | Amount requested | £0.00 |

## Additional Information

|  |
| --- |
| Please provide any information you feel would be relevant for the panel when considering an allocation of funding. |
| Click here to enter text. |

|  |  |
| --- | --- |
| For SRUCSA use only |  |
| Date Received: DD/MM/YYYY | Date of Exec Meeting: DD/MM/YYYY |
| Approved: DD/MM/YYYY | Amount Allocated: £00.00 |
| Paid: DD/MM/YYYY |  |