## 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 |  |