Clubs and Societies

Grant 2020/21

Please note – ONE GRANT APPLICATION FORM PER CLAIM.

There is a limit of 2 applications each year – one in each semester. No applications will be considered after 1st May each year.

Please fill in the form in **BLACK INK** and **BLOCK CAPITALS**

Basic Information

**Objectives and Planned Outcomes**

Please describe who and how your membership will benefit from this project

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**Club/Society**

Name: ……………………………………………………………………………………………………………………………………………

Email: …………………………………………………………………………………………………………………………………………….

How many members does this grant directly affect: ……………

**Contact (must be a named office bearer (President, Secretary, Treasurer))**

Name: ………………………………………………………………….. Student Number: ………………………………….

Student Email: ………………………………………………………………. Telephone: ………………………………………….

**Bank Details**

Please provide a recent bank statement (no older than 2 months).

Bank Name/Address:...........……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Account Name (must be treasurers account): ……………………………………………………………………………….

Account Number \_ \_ \_ \_ \_ \_ \_ \_ Sort Code: \_ \_ /\_ \_ /\_ \_

**Overview**

Please provide a background of the project planned, including and dates, times and locations (Please continue on an extra sheet if required).

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**Support and Services**

Please give details of whether you have considered using any University services (room hire, etc) for this project.

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**Costs and Funding**

Please return this form to the CUCSA Office in Maxwell House.

If you have any queries, need advice or help filling in this form please contact us by email on [admin@cucsa.org.uk](mailto:admin@cucsa.org.uk) or visit us in Maxwell House.

Minimum grant required for the project to go ahead (£): ………………………………………………….

If you are applying for more than £100 the committee will invite you to an informal discussion to find out more about your application.

**Breakdown of costs, please attach any quotes you have (please be accurate)**

|  |  |
| --- | --- |
| Item | (£) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total |  |

FOR OFFICE USE

Form Checked By ………………………………….. Affiliated yes/no/pending

Date Submitted: ……………………………………. Declaration Signed yes/no

Grant Number: …………………………………….. Bank Statement yes/no

Date Stamp: Breakdown of costs yes/no

Member numbers included yes/no

**Declaration**

* I confirm that this Club/Society wishes to receive CUCSA funding for the activities/items outlined above only.
* I confirm that all information contained throughout this application is to the best of my knowledge, complete and accurate.
* I acknowledge that if this grant is awarded I must provide original receipts or invoices within 4 weeks of the grant being awarded, in order to receive funding
* Grants must be claimed within 6 weeks of award or they may be withdrawn

Signed: ………………………………………… Position: ………………………………………………….. Date: …………………………………………………..

**Fundraising**

Please give a brief overview of the fundraising that you have already done or plan to do, please also include any cost you would recoup during the project e.g. ticket sales.

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