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 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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