

Funding Application: Core Budget Funding Guidelines

Please note that these forms must be completed and returned by email only to union@gmu.ac.uk by 5pm Wednesday 31st May 2017 - Late applications will not be accepted.

Sports or Societies who miss this deadline must apply for discretionary funding in September 2017.

Please note: the 'Season Total' column will automatically calculate the cost per year.

Funding Application: Core Budget Funding
(This is the grant that the SU allocates for your Club)

Please note that all Sports and Societies will be required to fund up to 25% of the annual cost of running your Team or Club through fundraising events and membership fees.

Note: Sports Teams please complete Sections 1 and 3 only
Note: Societies please complete Sections 2 and 3 only

Please note that the form will calculate the 'season total' costs automatically - you will not be able to amend these details.

Section 1 (*Sports teams must complete this section.)

Cost	Detail of Cost	Amount (per Item)	Season Total
Training	Venue Hire (2 hrs p/wk - 14 weeks per year)	£ (add cost)	#VALUE!
Home Matches	Pitch Hire (6 BUCS Fixtures per year)	£ (add cost)	#VALUE!
	Officials (6 BUCS Fixtures per year)	£ (add cost)	#VALUE!
Away Match	Transport - (£48 per 12 seater - max 6 fixtures)	£ 48	£ 288
	Insurance for transport (£19.25 per trip - 6 fixtures)	£ 19	£ 114
Equipment	(please list each item)	£ (add cost)	
	(please list each item)	£ (add cost)	
	(please list each item)	£ (add cost)	
	(please list each item)	£ (add cost)	
Coaching	(please list number of sessions)	£ (add cost)	#VALUE!
Freshers Week Events	(Please specify)	£ (add cost)	
Other	(Please specify)	£ (add cost)	
Other	(Please specify)	£ (add cost)	
Other	(Please specify)	£ (add cost)	
Other	(Please specify)	£ (add cost)	
Other	(Please specify)	£ (add cost)	
Grand Total			#VALUE!

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Club Registration	£ (add Cost)
Club Affiliation	£ (add Cost)
Club Insurance	£ (add Cost)

- Please note **Sports Teams** complete **Sections 1 and 3** only.
- Please enter the cost of a **2 hour** training venue booking.
- Please enter the cost of a **single pitch / hall** booking for matches.
- Please enter the total referee cost for a **single match** booking.
- These costs are fixed and do not need to be amended. **Teams requiring more than one 12 seater minibus per fixture should add a note to the email when returning these forms.**
- Please list any new equipment which is required for the new season with the **full cost** for these items. **Please add 1 product type per line.**
- Add the number of coaching sessions required per year here. **Numerical value only please.**
- Add the **cost of an individual** coaching session here.
- Please add the cost of any **Freshers' events** which you are planning to hold to recruit new members here outside of Freshers' Fair. Please note that Sports and Societies stalls at Freshers' Fair are free to student committees.
- Please list any costs which you need to budget for in this section but which have not been accounted for in the previous sections. Please specify what the item is and enter the **full cost**. **Please add 1 product type per line.**

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Sports team only to complete section 1

Funding Application: Core Budget Funding Guidelines



Section 2 (*Societies must complete this section.)

Cost	Detail of Cost	Amount (per Item)	Annual Total
Venue Hire (2 hrs p/wk - 14 weeks per year)	(Please specify)	£ (add cost)	(add cost)
Equipment Hire / purchase	(Please specify)	£ (add cost)	(add cost)
External Registration / membership Fees	(Please specify)	£ (add cost)	(add cost)
Guest Speakers	(Please specify)	£ (add cost)	(add cost)
Travel	(Please specify)	£ (add cost)	(add cost)
Printing	(Please specify)	£ (add cost)	(add cost)
Set/Drops	(Please specify)	£ (add cost)	(add cost)
Production	(Please specify)	£ (add cost)	(add cost)
Licensing	(Please specify)	£ (add cost)	(add cost)
Costume Costs	(Please specify)	£ (add cost)	(add cost)
Freshers Week Events	(Please specify)	£ (add cost)	(add cost)
Other	(Please specify)	£ (add cost)	(add cost)
Other	(Please specify)	£ (add cost)	(add cost)
Other	(Please specify)	£ (add cost)	(add cost)
Other	(Please specify)	£ (add cost)	(add cost)
Other	(Please specify)	£ (add cost)	(add cost)
TOTAL	(Please specify)	£ (add cost)	£ -

Section 3 (*Both Sports and societies must complete this section.)

As part of the grant received from the SU each Club **must** organise **at least two** fundraisers, one for each semester. At least one of these has to be held in Maggie's Bar and Café. This is to show not only some engagement with the SU but also to show that the Club is not relying solely on SU funds. This is a requirement of your funding application. The grant may be revoked should you choose not to hold a fundraiser in the first semester without good reason.

Funding Information: Non - Core Budget
(This is the money that you raise to supplement your core funding. It can be spent on what your team/club needs with committee approval.)

Fundraising Plans: NB Please tick which event you're planning to hold in Maggie's

Semester	Event Name	Maggie's?
Semester One	(Please specify)	(please tick)
Semester Two	(Please specify)	(please tick)

Expenditure of Non - Core Budget

If you have existing non-core budget, it is essential that you pre plan your expenditure. Those Clubs with high amounts of Non-Core Budget must show a commitment to spending the funds across the first semester. If this isn't achieved the budget allocation will be reviewed closely at the January budget review.

Current non-core funds (£)

Semester:	Detail of Expected Spend:	Total:
1	(Please specify)	£
2	(Please specify)	£

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Date Submitted:
 Date Received:
 Date Processed:
 Date Replied:

- Please note **Societies** need to complete **Sections 2 and 3** only.
- Please add details of the venue and enter the cost of a **2 hour** training venue booking.
- Please list any new equipment which is required for the new academic year with the **full cost** for these items.
- Please add details of any **affiliation fees** which need to be paid by your society and the annual cost.
- Please add the details and cost of any **guest speaker** you plan to book next year.
- Please add the details and **cost of any Travel** you plan to book next year. This can be for conferences, trips, performances etc.
- Please use this section to list the costs for advertising, booking and **running any shows /events** which are planned for next year. Please add a full cost to each section.
- Please add the cost of any **Freshers' events** which you are planning to hold to recruit new members here outside of Freshers' Fair. Please note that Sports and Societies stalls at Freshers' Fair are free to student committees.
- Please list any costs which you need to budget for in this section but which have not been accounted for in the previous sections. Please specify what the item is and enter the **full cost**. **Please add 1 product type per line.**
- Please detail the two fundraising events which you **MUST** hold during the 2017/18 academic year and indicate which will be held in Maggie's (with an 'X') in this section.
- Please enter the current Non-Core funds in your Sports / Society account. Should you need help with your records please email the finance administrator dhainey@qmu.ac.uk for an up to date balance.
- Please detail the amounts which you plan to spend in semester 1 and Semester 2 in this section. Your account will be reviewed in January and any funds which have not been spent as planned in the relevant semester will be queried in January and moved to the SU discretionary fund for redistribution to other Sports and societies.

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Societies only to complete section 2

Both Sports AND Societies to complete section 3