



UNIVERSITY OF CAMBRIDGE

Societies Syndicate Application for a Grant

Please note, grants will not normally be awarded to societies that do not charge a membership fee. Please read about this and other important information in the Notes of Advice (p.3) before completion. If you are applying for a Guarantee Against Loss, please use the Guarantee Against Loss Application Form. Applications for grants totalling more than £1500 can only be considered by the Syndicate, while applications for £1500 or less can be considered by the Syndicate or its Technical Committee.

Applications must be typed and sent by email to the Senior Treasurer for approval before onward transmission, direct from the Senior Treasurer, by email to the Secretary of the Societies Syndicate: SocietiesSyndicate@admin.cam.ac.uk

Please supply financial figures to the nearest pound (£).

Name of society	
Date of application	
Date / year society first established	
Is the society registered with the Junior Proctor? (The Societies Syndicate will only consider applications from societies registered with the Junior Proctor. If your society is not registered, please wait for confirmation of registration before applying for a grant. See the Societies Syndicate webpage for information)	Yes / No (Please delete as necessary)
Total requested	£
Type of grant	Launch / One-off: Capital purchase / One-off: travel expenses / One-off: special activities / Ongoing / Other (Please delete as necessary)
Has the society's Senior Treasurer approved this application?	Yes / No (Please delete as necessary)

Officers of the society			Number of members*		
Position	Name	College	Type	Last Year	Current Year
Chair			Annual CU student members		
Secretary			Annual CU non-student members		
Junior Treasurer			Annual Non-CU members		
Senior Treasurer			Life members		

* Include only those registered as *bona fide* members - i.e. persons who have paid the relevant subscription, or who otherwise are admitted to and maintained in membership. DO NOT include people who have simply expressed an interest in the activities of the society.

Subscription Rates	Last Year	Current Year
Annual Rate	£	£
Life Rate	£	£

Aims (Briefly state the aims of the society as recorded in its constitution. Provide information about the scope, nature and number of meetings/events/activities, including participation and attendance data.)

Date of last application for a Grant	Amount requested	Amount received
	£	£

Nature of request

State briefly but clearly the case for financial assistance. Be sure to list what you intend to spend money on and for what purpose – e.g. room booking at Venue A for Event B. Two quotes for each item are requested. **If it is not possible to provide two quotes, please state why.** Refer to paras 1-2 of the Notes of Advice for applicants (p.4) for further guidance, including on refreshments, room bookings and software packages.

Quotes	Cost and Link	Cost and Link
Item to be purchased 1	£ __ - Link to quote 1	£ __ - Link to quote 2
Item to be purchased 2	£ __ - Link to quote 1	£ __ - Link to quote 2
Item to be purchased 3	£ __ - Link to quote 1	£ __ - Link to quote 2

Financial statement

Balance at the start of the financial year <i>Give the society's total bank balance (or reserves, etc.) at the start of the current financial year</i>	£
Dates of society's financial year	From to

Income	Last complete FY	Current FY (supply estimate for full year including any grants the Society hopes to receive from the Societies Syndicate)
Annual subscriptions		
Life subscriptions		
Admission charges, use of facilities, etc		
Grants and donations from the Societies Syndicate (including those you hope to receive)		
Grants and donations not from the Societies Syndicate		
Other (please specify)		
Total income		

Expenditure	Last complete FY	Current FY (supply estimate for full year)
Premises hire		

Purchase or hire of equipment and supplies <i>(please specify)</i>		
Administration		
Travel costs <i>(please specify)</i> e.g. hire charges, mileage		
Other expenditure <i>(please specify)</i>		
Total expenditure		

If income exceeds expenditure and you are applying for a grant, please explain

Assets at time of application	
Description (including age and life expectancy)	
Value	

Applicant's Name		College	
Position		Email	

Notes of Advice to Applicants

A society should:

1. As a matter of general principle, be self-financing and meet its day-to-day expenditure, including social events, travel expenses and the cost of speaker meetings, etc. from subscriptions and/or other contributions from members, or from other sources of revenue. **Grants are not typically awarded:**
 - **To cover day-to-day running costs;**
 - **To cover the cost of refreshments, except as part of subsistence provision for a guest (such as a speaker or performer at an event);**
 - **To cover retrospective applications for expenditure that has already occurred (except when such expenditure has been directed towards the launch of a society); and**
 - **To societies that do not charge a membership fee.**
2. Applicants should ideally, be able to provide more than one quote for every item to be purchased, or alternatively give an explanation as to why only one quote is available.
 - 2.1. Where room bookings are concerned, committee members of societies should request suitable facilities in their Colleges in the first instance, as these are sometimes available at discounted rates to College members. Should the Colleges not have anywhere suitable, or a request for a room at a College is rejected, or an alternative venue is cheaper, societies should state this in their application.
 - 2.2. Where some software is concerned, committee members should check, in the first instance, if this software is available for free use through their Colleges and Departments, or at a discounted rate through the [University Procurement Store](#). Where software is not available for free or at a discount, societies should state this in their application.
3. Be able to demonstrate that membership is open in principle and in practice to all resident members of the University, irrespective of political, religious or social considerations. When making an application for assistance, societies should state their aim (as given in their constitution). Under current legislation, the Societies Syndicate cannot support a political campaign unless the issue directly affects students as students.
4. Be registered, or in the process of registering, with the Junior Proctor. It is advisable for a society to check that it is registered before applying. The list of registered societies is held by the Clerk to the Proctors at The Old Schools, Cambridge CB2 1TN (phone (3)33314). Societies wishing to register should also apply to this office.
5. Forward a completed copy of this form to its Senior Treasurer for approval. The Senior Treasurer will then forward this to the Societies Syndicate secretariat.
6. Provide the Senior Treasurer and the Societies Syndicate secretariat with a copy of its bank statement, so that funding if granted can be transferred quickly and efficiently. Societies applying without a bank account will be advised to set one up as soon as possible. The University is not able to transfer funds to the accounts of members of a society.

Financial assistance types:

There are four types of financial assistance available from the Syndicate:

Launch Grants

- Normally £200 or less
- Intended to cover the start-up costs of a new society
- Applicants should detail what the grant will be spent on (e.g. publicity, first meeting, stall at the Societies Fair, freshers' squash)

One-off Grants

These may cover:

The purchase of an item of capital equipment

- Granted when a society wishes to purchase an item of lasting and continuing benefit to the society, and it is not feasible for them to purchase it itself

- Where equipment is income-generating, the society will be expected to cover operational and replacement costs itself
- Applicants should provide details of the life expectancy of every item to be purchased and a description of how the items are to be stored and maintained

Travel expenses

- Awarded to provide assistance with a society's exceptional expenditure on travel
- These will not usually be given for one-off travel, or for travel to (for example) competitions or to musical and dramatic performances; these costs are expected to be met by members directly or from the society's other income
- Applicants must show that the expenditure is both integral to and an inherent part of their primary activities, but that the costs cannot be met from subscriptions or other income

Awards for special activities

- Granted for events outside the normal activities of the society which are not feasibly self-financing
- Applicants may instead wish to apply for a guarantee against loss
- Applicants should provide full financial information for the event, including itemised income and expenditure

Ongoing Grants

- Awarded to support ongoing general expenses which are not feasibly self-financing
- Applicants must provide details of the expenditure (including duration) and reasons why the costs cannot be met from subscriptions or other income

Guarantees against Loss

- Given on events, such as musical or theatrical productions, or on an issue of a publication (normally the first)
- Guarantees are only given to cover losses owing to unforeseen circumstances
- Payment will only be made when the audited accounts of the events concerned are received
- Accounts must be received within 3 months of the events ending
- Applicants must submit applications well in advance of the event
- Applicants should budget to break-even without assuming that a guarantee will be granted, and where feasible should build a contingency into the budget (without assuming that a guarantee will be granted)