



# UNIVERSITY OF CAMBRIDGE

## Societies Syndicate Application for a Guarantee against Loss

Please read the Notes of Advice before completion. If you are applying for a Grant, please use the Grant Application Form.

**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	
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 <a href="http://www.proctors.cam.ac.uk/societies#section-0">http://www.proctors.cam.ac.uk/societies#section-0</a> for information)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total guarantee requested	£
Has the society's Senior Treasurer approved this application?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Officers of the Society			Number of members*		
Position	Name	College	Type	Last Year	Current Year
Chair			CU student members		
Secretary			CU non-student members		
Junior Treasurer			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	£	£

Date of last application for guarantee	Guarantee requested	Guarantee granted	Guarantee claimed
	£	£	£

Details of production	
Title of production	
Presenter ( <i>Theatres Act, 1968</i> )	
Venue	
Dates	
Number of productions	
Capacity of venue	
Ticket prices	£
Are the premises licensed by the Local Authority for Public Performance, within the meaning of the <i>Theatres Act, 1968</i> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Production Estimates**

<b>Income</b>	£	<i>Further details / comments</i>
Ticket sales ( <i>see note A below</i> )		_____ tickets at _____ each
Programme sales		
Income from cast ( <i>see note B</i> )		
Grants ( <i>see note C</i> )		
Other income ( <i>please specify</i> )		
<b>Total income</b>		

<b>Expenditure</b>	£	<i>Further details / comments</i>
Theatre hire, rehearsal rooms etc		
Scripts		
Royalties		
Scenery and sets		
Props		
Costumes and make-up		
Lighting		
Sound		
Music and musicians		
Publicity and photographs		
Programmes		
Insurance		
Transport of set etc		
Travel costs of cast etc		
Administration		
Commission to agents		
Professional expenses		
Public Performance licence fee		
Contribution to theatre overheads		
Other expenditure ( <i>please specify</i> )		
<b>Total expenditure</b>		

<b>Estimate of balance</b> ( <i>income minus expenditure</i> )	£
<b>Level of Guarantee against loss requested</b> ( <i>the figure must match the figure overleaf</i> )	£

Applicant's Name		College	
Position		Email	

Notes

- (A) In the first column give the total income expected from ticket sales. In the second column show the same income expressed as x seats at an average of y pence each.
- (B) Give details of any cast contributions towards production costs, float, etc.
- (C) State whether the grant has been applied for or has been awarded.

## **Notes of Advice to Applicants**

1. The Societies Syndicate gives financial assistance to University clubs and societies that are registered with the Proctors' Office. Sports clubs should apply to the Sports Committee.
2. The Syndicate's annual income is derived from the University and from a capitation fee payment made by College JCRs and equivalent bodies. An Annual Report is distributed to these bodies detailing that year's allocation of funds to societies.
3. Applications are usually assessed by the Technical Committee of the Syndicate, which consists of twelve Junior Members of the University with experience of running University societies. The Technical Committee is chaired by the Junior Proctor, and may make grants of up to about £1,000 and guarantees against loss of up to £3,000, without reference to the Syndicate. (Applications for support above these limits will be referred to the Syndicate, but may be given preliminary consideration by the Technical Committee which may give advice or make recommendations to the Syndicate as appropriate).
4. Societies are expected, as a matter of general principle, to be self-financing and to meet their day-to-day expenditure, including travel expenses and the cost of speaker meetings, etc. from subscriptions and/or other contributions from members, or from other sources of revenue. Consequently, the Committee does not ordinarily make grants to cover running costs, but awards grants mainly for non-recurrent or capital expenditure, for example towards the purchase of an item of equipment that would be of long-term benefit to members, and which a society cannot reasonably or realistically be expected to meet from its normal revenues.

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
- Ideally, more than one quote for every item to be purchased should be provided

#### **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)