



# 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 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?<br>(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 requested   | £   |
| Type of grant   | <input type="checkbox"/> Launch <input type="checkbox"/> One-off <input type="checkbox"/> Ongoing |
| 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          | £         | £            |

**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 lucidly the case for financial assistance. Give specific reasons why a grant is justified; detail costs of any items to be purchased, with quotes where available.)

- Launch  One-off: Capital purchase  One-off: travel expenses  One-off: special activities  Ongoing  
 Other

**Financial statement**

|   |                              |
|---|------------------------------|
| <b>Balance</b><br><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 |

| <b>Income</b>  | <i>Last complete FY</i> | <i>Current FY (supply estimate for full year including any grants the Society hopes to receive from the Societies Syndicate)</i> |
|--|-------------------------|--|
| Annual subscriptions   |                         |  |
| Life subscriptions   |                         |  |
| Admission charges, use of facilities, etc                        |                         |  |
| Grants and donations<br><i>of which from Societies Syndicate</i> |                         |  |
| Other <i>(please specify)</i>                                    |                         |  |
| <b>Total income</b>  |                         |  |

| <b>Expenditure</b>   | <i>Last complete FY</i> | <i>Current FY (supply estimate for full year)</i> |
|--|-------------------------|---|
| Hire charges:<br>Premises<br>Equipment <i>(please specify)</i>     |                         |   |
| Equipment and supplies <i>(please specify)</i>                     |                         |   |
| Administration   |                         |   |
| Travel costs <i>(please specify)</i><br>e.g. hire charges, mileage |                         |   |
| Other expenditure <i>(please specify)</i>                          |                         |   |
| <b>Total expenditure</b>   |                         |   |

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

| <b>Assets</b> at time of application               |  |
|--|--|
| Description<br>(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. Consequently, **grants are not typically awarded to cover running costs, and will never cover the cost of refreshments. They will also not normally be awarded to societies that do not charge a membership fee.**
2. 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.
3. 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.
4. 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.
5. 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
- 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)