**Society Funding Request Form**

Every SHUSU Society is eligible to apply for funding to support their events and activities. This form will collate all the information about your funding request and will be reviewed by the Student Groups Team every Monday on a case-by-case basis. Your Coordinators will be in touch regarding your funding request following that meeting.

Please email the completed funding request to [activitesadmin@shu.ac.uk](mailto:activitesadmin@shu.ac.uk)

|  |  |
| --- | --- |
| Society Name |  |
| Date of Event/Activity |  |
| Tell us about this event…  *What is its purpose? Where is it? What are you going to do?* |  |

|  |  |
| --- | --- |
| Attendee information  *Tell us about who is attending your event (please estimate if you are unsure)* | |
| Number of SHU Students: |  |
| Number of Associate members: |  |
| Number of other, general attendees: |  |

|  |  |
| --- | --- |
| Event cost information | |
| How much will this event cost in total? |  |
| How much funding are you applying for?  *Please note our funding works on an up-to-50% matched basis.* |  |
| How much is in your Society account currently? |  |
| Why are you not using your existing funds? |  |
| What other ways are you already generating income for this activity/event?  *Think about ticket prices, memberships etc.* |  |

**The following section will ask for a full break down of your activity costs. Funding requests that do not provide this breakdown as well as proof/evidence of cost will not be considered.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please provide a breakdown of your purchases | What is it? | How many do you need? | How much does it cost? (per person) | Why do you need this? |
| EXAMPLE | Return Train Ticket from Sheffield to London | 20 | £8.00 | To get us to the event |
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| --- |
| **Please insert evidence (screenshots) of your quoted prices here:**  *If you have full documents with quotes from suppliers, please attach them to an email to* [*activitiesadmin@shu.ac.uk*](mailto:activitiesadmin@shu.ac.uk) *along with this completed funding request.*  ***Applications without this evidence will not be considered.*** |
|  |

**This section is for the Student Groups Team to record their response to your Funding Request for your reference.**

|  |  |
| --- | --- |
| **FOR STAFF USE** | |
| How much funding was granted? | £ |
| Reasons for the decision |  |
| This funding will be available to your society until- |  |

**How to Spend the Funding**

The funding granted will not go into your society account. It will only be available to you until the specified date above. You must speak to the Societies Team to arrange for this to be spent so that we can ensure that it is being spent as allocated.