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| **APPLICATION FOR FINANCIAL ASSISTANCE**  **Clubs, Societies and Publications registered with the Proctors** |  |  |

*Please read the Notes of Advice before completion (end of document)*

*Applications must be typed and each section completed before being sent by email to the Senior Member for approval. Once approved the application should be submitted to the Club Secretary,* [*clubs.office@proctors.ox.ac.uk*](mailto:clubs.office@proctors.ox.ac.uk) *by Friday of 4th week each term.*

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| **Section 1: details of who is making the application on behalf of the Club/Society/Publication** | | | | | | | | |
| Applicant name: |  | | | | | | | |
| College: |  | | | | | | | |
| Contact number: |  | | | | | | | |
| Email: |  | | | | | | | |
| **Section 2: details of the Club, Society of Publication this application is being made in the name of** | | | | | | | | |
| Club/society/Publication  name: |  | | | | | | | |
| Current President: |  | | | | | | | |
| Current Secretary: |  | | | | | | | |
| Current Treasurer |  | | | | | | | |
| Is the club/society/publication registered with the Proctors: | Y | ☐ | If *yes*, how long has the Club/society/publication been  registered for: | | | |  | |
| N | ☐ |
| What are the  club/society/publication subscription rates: | Termly: | | £ | | | | | |
| Annually | | £ | | | | | |
| Have the accounts for the preceding three terms been submitted for registration purposes? | Y | ☐ | If *no*, when will these be submitted? *Please note: your application can’t be approved until the accounts have been received*. | | | |  | |
| N | ☐ |
| How many members does the club currently have:  *Please only include those members who have paid the relevant subscription, not those who have expressed an interest* | *Year* | | *Last year* | | *Current year* | | | |
|  | |  | | | |
| *Full-Time  members* | |
| *Non-university members* | |  | |  | | | |
| What plans are in place to grow/sustain membership  numbers: |  | | | | | | | |
| For grant applications over £200, please provide membership figures for the past four years | *Year* | |  |  | |  | |  |
| *Full-Time  members* | |  |  | |  | |  |
| *Non-university members* | |  |  | |  | |  |

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| Is membership open to *all* member of the University | Y | ☐ | If no, who is membership open  to: | | |  |
| N | ☐ |
| Please provide a brief description as to the clubs/society/publication aims/purpose and the scope, nature and number of meetings/events/activities, including participation and  attendance data*:* | Aim/Purpose: | |  | | | |
| Scope, nature and number of activities: | |  | | | |
| **Section 3: details of what is being applied for** | | | | | | |
| ***Grant*** | | | | | | |
| Grant type: | **☐** | Start-up grant (available to newly registered non-sports clubs) | | | | |
| **☐** | Special purpose grants (available to established non-sports  clubs who have been continuously registered for at least three terms) | | | | |
| **☐** | *Special purpose grants (*available to established non-sports  clubs who have been continuously registered for at least three years, and who have had at least 30 members for the entire period) | | | | |
| Have you previously applied for a grant through the  Proctors Office | Y | ☐ | If *yes*, how many times have you been successful: | | |  |
| N | ☐ |
| Grant Amount: | **£** | | | | | |
| When is it required by: |  | | | | | |
| Will this grant be the sole funding source for the planned activity: | Y | ☐ | If *no*, who else have you applied to for funding (please list outcome, or expected notification date): | |  | |
| N | ☐ |
| What will the grant be used  for:  *Please provide specific reasons why a grant is justified, along with a detailed cost breakdown of how this money will be spent and whether any other money will be contributed from elsewhere.* |  | | | | | |
| ***Other*** | | | | | | |
| Loan: | **☐** |  | | | | |
| Guarantee: | **☐** |  | | | | |
| When is it required by: |  | | | | | |
| Please provide further details as to what is needed and  why: |  | | | | | |
| **Section 4: Club/Society/Publication financial information** | | | | | | |
| Bank account name: |  | | | | | |
| Sort code: |  | | | | | |
| Account number: |  | | | | | |
| Financial overview: |  | | *Last financial year* | *Current financial year* | | |

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| --- | --- | --- | --- | --- | --- |
|  | Income | | £ | £ | |
| Expenditure | | £ | £ | |
| *Please provide details of surplus or deficit brought forward from previous year’s accounts* | Surplus: | | £ | £ | |
| Deficit: | | £ | £ | |
| Any assets at time of  application: | *Item* | *Description* | | | *Value* |
| 1 |  | | |  |
| 2 |  | | |  |
| 3 |  | | |  |
| **Section 5: declaration** | | | | | |
| ***Submitted on behalf of the Club/Society/Publication*** | | | | | |
| Name: |  | | | | |
| Position within  club/society/publication: |  | | | | |
| Signed: |  | | | | |
| Dated: |  | | | | |
| ***Approved by Senior Club/Society/Publication Member*** | | | | | |
| Name: |  | | | | |
| College: |  | | | | |
| Email: |  | | | | |
| Signed: |  | | | | |
| Dated: |  | | | | |

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**Notes of advice to applicants**

1. The Clubs Committee can provide financial assistance to University clubs, societies and publications that are registered with the Proctor's.
2. The Clubs Committee’s annual income is derived from the University and from a fixed per-capita levy paid by all Colleges to support both sports and non-sports clubs at University level.
3. Grant Applications are assessed by the Clubs Committee, of which its membership is set out in Part 2 of Council Regulations 2 of 20041.
4. The Clubs Committee meets termly and the deadline for applications is Friday of 4th Week of each term.
5. There are three types of grants available to non-sports clubs/societies/publications registered with the   
   Proctors

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| --- | --- | --- |
| **Type of grant** | **Funding  amount** | **Eligibility criteria** |
| Start-up grants | up to £200 | Available to newly registered non-sports clubs |
| Special purpose grants | up to £200 | Available to non-sports clubs continuously registered for at least three terms |
| Special purpose grants | up to £800 | Available to non-sports clubs continuously registered for at least three years with at least 30 members for the entire period. |

1. Clubs, societies and publications 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 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 club/society/publication cannot reasonably or realistically be expected to meet from its normal revenues
2. Applications will not normally be considered if the club/society/publication:

* does not appear to be sustainable, i.e. does not charge a membership fee, or have any other alternative sources of revenue
* if the application is for long-term running costs, rather than start-up costs, or unforeseen circumstances,
* supports political activities,
* supports private social activities,
* supports activities that, in the University’s opinion, may breach equality or other relevant legislation, or where the provision of support may be inconsistent with the University’s obligations under such legislation
* do not fully explain how the money will be spent
* do not have the explicit support of the club’s Senior Member
* are for large sums and do not show evidence of having first pursued other appropriate sources of funding

1 <https://www.admin.ox.ac.uk/statutes/regulations/181-084.shtml#_Toc86825829>

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| --- | --- |
| *Clubs Office Recommendation* | |
| Approve | ❑ |
| Decline | ❑ |
| Date |  |

**CLUBS COMMITTEE**

**Grant Application Checklist**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Club/society/publication: |  | | | | | |
| Grant Type | *Start-up grant* | **❑** | *Special purpose*  *grant (3 terms)* | **❑** | *Special purpose grant (3 years)* | **❑** |
| Grant Amount: | £ | | | | | |

*Eligibility Check*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is the club registered: | Yes | ❑ | No | ❑ |
| Has it been registered for grant criteria’s required length of time: | Yes | ❑ | No | ❑ |
| Is the club charging some form of subscription/membership: | Yes | ❑ | No | ❑ |
| Is the club/society/publication sustainable: *(e.g. subscription sufficient, any other sources of revenue)* | Yes | ❑ | No | ❑ |
| Have the accounts for the preceding three terms been submitted: | Yes | ❑ | No | ❑ |
| Has the Senior member signed the application: | Yes | ❑ | No | ❑ |
| Are there any obvious breaches of the regulations:  *(e.g. do the number of non-university members exceed the permitted 20% of total membership, is the aim/purpose political etc.)* | Yes | ❑ | No | ❑ |
| If ***no*** for any of the above please expand: |  | | | |

*Funding Request Check*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Are there any obvious breaches of the regulations* | | | | |
| Is it for long-term running costs, rather than start-up costs, or  unforeseen circumstances | Yes | ❑ | No | ❑ |
| Is it to support a political activity*:* | Yes | ❑ | No | ❑ |
| Is it to support a private social activity: | Yes | ❑ | No | ❑ |
| Is it to support an activity that may breach equality or other  relevant legislation: | Yes | ❑ | No | ❑ |
| Is it to support an activity that could bring the University into  disrepute: | Yes | ❑ | No | ❑ |
| If ***yes*** for any of the above please expand: |  | | | |
| *Other* | | | | |
| Has enough information been provided regarding expected  costs: | Yes | ❑ | No | ❑ |
| Will the funds be used solely for the benefit of the club or its aims, or is a third party likely to benefit | Yes | ❑ | No | ❑ |
| If a large grant has been requested, has the club first explored other forms of funding i.e. sponsorship/departmental funding | Yes | ❑ | No | ❑ |
| Do the account details on the form relate to a bank account in  the club’s name | Yes | ❑ | No | ❑ |
| If ***no*** for any of the above please expand: |  |  |  |  |

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