Please return to the Student Union by hand or by email to p.glynn@hw.ac.uk.

# A Overview

|  |  |
| --- | --- |
| SOCIETY NAME |  |
| FUNDING AMOUNT REQUESTED | £ |
| HAVE YOU ALREADY RECEIVED FUNDING THIS YEAR? | YES/NO If YES, how much? £  |

# B About Your Society

|  |
| --- |
| Tell us more about your society: what are your aims, regular activities and events, what challenges do you face? |
|  |
| What benefits and opportunities will this funding provide to members which they would not otherwise have? |
|  |
| How do you see this funding impacting the society and the wider student body at Heriot-Watt? |
|  |

# C Office Bearer Details

At least **TWO** Office Bearers of your society must agree to put forward this funding application. One must be your society Treasurer.

Your signature here shows that you consent to sharing this data with the Student Union. For more information on how we use this data, please see our Societies Data Privacy Statement which you can find on our website at <https://www.hwunion.com/privacy>

|  |  |  |
| --- | --- | --- |
| **1** | POSITION | Treasurer |
| NAME |  | MATRIC NUMBER |  |
| EMAIL |  | SIGNATURE |  |

|  |  |  |
| --- | --- | --- |
| **2** | POSITION | e.g. President |
| NAME |  | MATRIC NUMBER |  |
| EMAIL |  | SIGNATURE |  |

|  |  |  |
| --- | --- | --- |
| **3** | POSITION | e.g. Secretary |
| NAME |  | MATRIC NUMBER |  |
| EMAIL |  | SIGNATURE |  |

# D Treasurer’s Declaration

|  |
| --- |
| As Treasurer of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ society, I verify that the attached accounts are an accurate record of our society’s finances and that I have read the relevant Societies’ Development Fund criteria below and filled in this application in accordance to those regulations.1. The funding our society requests will not be spent on:
* Alcohol\*
* Personal Clothing
* Socials
* Food and Drink\*

\*Unless it is an absolute necessity for the aims of the society e.g. Brewing Society2) The bank account detailed on this application MUST be an account belonging to the society listed. We WILL NOT fund an application without a society bank account or one detailing an individual’s bank account.3) The funding cannot be asked of from both the Societies Development Fund and the Annual Fund4) The funding should be used for upcoming projects, not retrospective expenses.5) On receipt of the funding you MUST:* Include the Annual Fund logo on any promotional materials for events or activities funded by this application
* Take high quality photos or video footage of the events or activities funded by this application
* Write a short report about the event or activities funded by this application, including how many students benefitted from the funding and whether the funding will have a longer-term impact on the society or wider student body.
 |
| SIGNED |  |
| DATE |  |

# E Banking Details

|  |  |
| --- | --- |
| ACCOUNT NAME |  |
| NAME OF BANK |  |
| BANK BRANCH |  |
| ACCOUNT NUMBER | XXXXXXXX | SORT CODE | XX-XX-XX |

|  |  |
| --- | --- |
| SIGNATORY NAME 1 |  |
| SOCIETY POSITION |  |
| SPECIMENT SIGNATURE |  |

|  |  |
| --- | --- |
| SIGNATORY NAME 2 |  |
| SOCIETY POSITION |  |
| SPECIMENT SIGNATURE |  |

# F Funding Breakdown

Please provide specifics of what you will use the money for (e.g. equipment, transport, elements of your event). The more detailed the better.

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| COST | DESCRIPTION |
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| TOTAL | £ |

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| --- |
| IS THERE ANYTHING ELSE YOU’D LIKE TO TELL US ABOUT YOUR BID? E.g. are you receiving external funding to cover full costs, will the society need to get insurance for the trip/item |
|  |

# G Accounting Sheet for Societies

Please provide details of your society bank account ingoings and outgoings for the past six months. This will only be shown to the Activities Co-Ordinator, VP Community and Activities Executive.

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| --- | --- | --- | --- | --- |
| DATE | INCOME £ | OUTCOME £ | CURRENT BALANCE £ | ENTRY DESCRIPTION |
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| TOTAL TO BE CARRIED FORWARD | £ |