Annual Allocation Application Form 2017

This form is for use by College clubs and societies to apply for annual funding allocations. The latest version is available from the CCRFC web site, www.chu.cam.ac.uk/ccrfc. The CCRFC Secretary & Treasurer, Ashley Brice, can be contacted by email at ccrfc-treasurer@chu.cam.ac.uk.

The deadline for applications for 2017-18 is 2 May 2017.

The purposes of this form are:

a) To gather information about the societies
b) To be informed about your financial situation and for the CCRFC to make the annual allocations when it meets on the 9 May.
c) To enable smooth communication and possible transfer of money

General Information

1) Name of the society:
2) Name and E-mail of the President or Captain:
3) Name and E-mail of the Junior Treasurer:
4) Name of Senior Treasurer (member of SCR):
5) Have you included your signed off accounts for 2015/16 (last full year) and your senior treasurer’s form?
6) Does your club have a bank account? YES/NO
7) If yes, please update your details if different from last year and state the details for any accounts you have:

Main Account:
Bank name:
Name of branch:
Sort code:
Account number:
Signatories to the account:
Balance at 30 June 2016: Balance at 31 March 2017:
**Other Accounts** (savings etc)

- Bank name:
- Name of branch:
- Sort code:
- Account number:
- Signatories to the account:
- Balance at 30 June 2016
- Balance at 31 March 2017:

7) Would you like to have allocations of £50 or more transferred directly? YES/NO

NB. We will only exceptionally replace uncashed cheques, as the cost is £20 + paperwork.

**Additional Income**

For the next academic year (2017-18) please provide as many details as possible of funding that is not going to be provided by the CCRFC:

- Entrance fees:
- Fund raising and sponsorships:
- Interest from the bank account:
- Hire/sale of equipment:
- Other (please specify):

**Total other income:**

**Requested allocation from the CCRFC for the next academic year:** £

Please note that the CCRFC will hold back some funds from its budget to assist with new equipment identified after July 2017 and applied for as ad-hoc allocations.

The CCRFC cannot fund entertainment or catering unless it is incidental to the main purpose of the activity.

**Reasons and comments:**
Please supply an updated short description of your society if desired and please check that your club/society website is up to date on https://www.chu.cam.ac.uk/student-hub/clubs-societies/ and speak to the webmaster if necessary (webmaster@chu.cam.ac.uk).

Signed

Date

Captain/President

Junior Treasurer

Senior Treasurer

Estimate of expenditure at current prices

If this form is not suitable for your society, please adapt it.

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<thead>
<tr>
<th>Category:</th>
<th>Further Description</th>
<th>Amount</th>
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<td>New equipment/supplies</td>
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<td>Administration</td>
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<td>Maintenance of equipment</td>
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Estimate this current academic year based on actual to date 2016-17

Estimate of required funding next academic year 2017-18
**Membership list**

We would like to know the names of all your members, you may continue on a separate form. You may use the members on your email distribution list, but we would also like to know how many are active. Active members are those who take part of arrangements / sessions / activities within the core activity of the club every term, make your own definition. Your age distribution is more crucial as only very few are junior members of Churchill College for more than 3 years.

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% active members (best estimate): _____ %

For clubs providing services e.g. film club:

Number of non-members ____ per time * ____ = ____ per term

Type of service:
Inventory of property

We ask you to observe that technically your property belongs to the college. For matters of insurance etc. we will need to know when your equipment unexpectedly should be lost due to e.g. theft, or if it should be lost in a fire. You may continue on an extra form.

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<th>Item</th>
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<th>Replacement value</th>
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