**CHURCHILL COLLEGE**

**COMBINED COMMON ROOMS FINANCE COMMITTEE**

**Ad-hoc Application Form**

This form is for use by Churchill College clubs and societies to apply for ad-hoc funding during the academic year, for that year. The form should be submitted to the CCRFC Secretary & Treasurer, by email at [ccrfc-treasurer@chu.cam.ac.uk](mailto:ccrfc-treasurer@chu.cam.ac.uk).

1. **General Information**
2. Name of the society:
3. Name and E-mail of the President or Captain:
4. Name and E-mail of the Junior Treasurer:
5. Name of Senior Treasurer (member of SCR):
6. Did you apply for an annual allocation in May ?

YES/NO

1. If no, have you included accounts for the last full year signed by your senior treasurer and a Senior Treasurer’s Declaration Form which can be found on the CCRFC’s website? If the society is new, proceed to question 8.

YES/NO

1. Has the society’s bank account details changed since your last application?

YES/NO

1. If yes, please update your details below.

**Main Account Name:**

Bank name:

Name of branch:

Sort code:

Account number:

Signatories to the account:

**Balance at February :**

|  |
| --- |
| 1. **Funding Application 1**   Ad-hoc funding is available for expenditures unforeseen when an annual funding application was made in Easter term. You must provide two quotes per piece of equipment. Quotes must be of the same model of equipment where possible. A screenshot showing the item from the supplier’s website and the price taking account of delivery costs will suffice. For other expenditures, please attach an invoice or receipt.  **If you are making more than one application, complete the table below for each application.** |
| Title:  Quote 1: *INSERT NAME OF SUPPLIER*  Quote 1 Price: *INSERT TOTAL PRICE OF QUOTE 1* |
| *Add Screenshot Here* |
| Quote 2: *INSERT NAME OF SUPPLIER*  Quote 2 Price: *INSERT TOTAL PRICE OF QUOTE 2* |
| *Add Screenshot Here* |
| Reason for application (if applicable, include estimated lifetime of equipment): |

|  |
| --- |
| **Funding Application 2** |
| Title:  Quote 1: *INSERT NAME OF SUPPLIER*  Quote 1 Price: *INSERT TOTAL PRICE OF QUOTE 1* |
| *Add Screenshot Here* |
| Quote 2: *INSERT NAME OF SUPPLIER*  Quote 2 Price: *INSERT TOTAL PRICE OF QUOTE 2* |
| *Add Screenshot Here* |
| Reason for application (if applicable, include estimated lifetime of equipment): |

1. **Summary**

Please summarise your applications in the table below.

|  |  |  |
| --- | --- | --- |
| Application number | Supplier of cheapest quote | Price of cheapest quote (including delivery) |
| 1 |  | £ |
| 2 |  | £ |
| **Total amount requested** | | £ |

The CCRFC Secretary & Treasurer will inform you of the outcome of your application following the CCRFC meeting.