

Extra Grant Claim Form

Club/Society Details

Club/Society Name		Position	
Contact Name		Tel.	
Date		Email	

Account Details

Amount Requested	£		
Amount currently in Grant Account	£	Amount currently in Reserve Account	£
If your account money is not being spent on this request. Please give a full breakdown of what your money is being spent on this year			

Membership Details

Number of Members		Membership Fee	£
Club's Contribution to Claim (how much is the club contributing to the overall cost, on top of the amount requested. If £0 please explain why in the box below)		£	

Please write in the space below what the claim is for and reasons that support it, including financial breakdowns. If you have any receipts/invoices please attach these with your claim. The more evidence you provide the stronger your claim will be.

Extra Grant Claim Form Guidelines

1. Check your claim will meet the criteria to claim for (see below)
2. Complete the form on the following pages
3. Email form to student.activities@rusu.co.uk or hand in to the Student Activities Manager.
4. You will be contacted with an answer within 48 hours of your claim being submitted.
5. Should further details be required, a meeting will be arranged between your club/society and the Student Engagement Officer.

Things That Can Be Claimed For

Unexpected expenditure

This fund is designed to help clubs cover costs that were unforeseen and unpredictable at the time of the budget allocation.

Equipment

New or safety equipment that was not budgeted for at the time of budget allocation can be claimed for.

Coaching/speakers

To enable a high level person to come and help the development of the club or society.

Competition entries

If representing the University elsewhere money can be given to cover the cost of the entry fees if it was not predicted you would be entering at the time of the budget allocations, this includes BUCS Competitions.

Things Not To Claim For

Things that will benefit individuals rather than the club

The fund is designed to help the club or society develop as a whole, money can be given to aid individuals who are representing the club or society i.e. for competitions but money will not be given for things like general clothing etc.

Minibus hire cost

The union owns minibuses and this just prevents money going round in circles

Social events

RUSU will not subsidise club social events, unless it is for the purpose of the club or society.