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Hi! Thank you for applying to the Presidents Grant pot this year! Please read through this form carefully before filling it out. You should speak to your Sports Executive and Sports Coordinator or the A&O officer before applying to this.

Please read through the [committee hub](https://www.ueasu.org/opportunities/committee-hub/finance/#grants) guidance for filling this out and for when the deadlines are!

Many thanks,

Liv Hunt – your Activities and Opportunities Officer 2024/25

1. **Who is applying?**

|  |  |
| --- | --- |
| Club: | Click or tap here to enter text. Eg: Women’s Rugby |
| Date: | Click or tap to enter a date |
| Applicant name and position: | Click or tap here to enter text. Eg: Luke Johnson – Judo Treasurer |

1. **Grant Requested**

Please make sure this is accurate!

|  |  |
| --- | --- |
| Grant Requested: | £ Click or tap here to enter text. Enter as £XX.XX |
| Club Contribution: | £ Click or tap here to enter text. Enter as £XX.XX |
| Total cost of item: | £ Click or tap here to enter text. Enter as £XX.XX |

1. **Current Financial Situation**

This section is to understand your current financial situation. As the grant pot is limited, please ensure this is correct information. Clubs are expected to contribute towards the cost if their subs account allows for it. Please also add context to your current financial situation, for example money you already have allocated sat in your current subs account balance (ie £320 is allocated towards match fees).

|  |  |
| --- | --- |
| Current Subs account balance: | £ Click or tap here to enter text. Enter as £XX.XX |
| End of year balance expected: | £ Click or tap here to enter text. Enter as £XX.XX |
| Club contribution: | £ Click or tap here to enter text. Enter as £XX.XX |
| Context for clubs current balance: | Click or tap here to enter text. For example: We have allocated £400 towards our end of year competition, so our actual subs account balance is £300 rather than £700.  |

1. **Item(s)/Event/Cost applying for**

Please enter here the item(s)/event/cost you are applying the expense for. You do not need to explain detailed costs or purpose of purchase here, just put what you are buying:

|  |  |
| --- | --- |
| What are you buying?*Be Specific!* | Click or tap here to enter text.For example: We are purchasing: * 10 x Red Medium Bibs
* 10 x Blue Medium Bibs
* 5 x Sets of 12 Hockey Balls
* 2 x Sets of 15 Cones

  |
| Shelf-life of items: | Click or tap here to enter text. For example, Item A shelf life of 5-7 years.  |
| New or replacements: | Click or tap here to enter text. For example, these are new items or replacing old equipment. |

1. **Storage of Items**

If your item is equipment, where are you storing it? If in a locker, please state Club Locker.

|  |  |
| --- | --- |
| Storage location: | Click or tap here to enter text. For example, Club Locker Number 32 |

1. **Purpose and reasoning of application**

Here you need to explain the purpose of your application. Please provide as much information as possible including a justification for the quantity and quality of items.

|  |  |
| --- | --- |
| Purpose and benefit of items: | Click or tap here to enter text.For example, through purchasing X we can provide further resources to our members who are training. Through having X we can have more people train at once, or train more safely.  |
| Justification of quality and quantity of item: | Click or tap here to enter text. For example,x30 - Onboarded 30 more members than expected this year. |
| Number of impacted members: | Click or tap here to enter text. For example, 50 members. |
| Other context or evidence: | Click or tap here to enter text. Here is a space to provide additional information as required. |

1. **Quotes of purchase**

Here you need to provide quotes for your purchase. Please provide a detailed financial breakdown of your grant request for each unique item requested. Please include cost of shipping, handling and taxes for your items.

**QUOTE ONE**

|  |  |
| --- | --- |
| Breakdown of cost including shipping costs: | Click or tap here to enter text. For examplex24 Cricket Balls (Red) (New) - £334x1 Baseball Mitt (New) - £100 |
| Total Cost | £ Click or tap here to enter text. Please enter as £XX.XX |

**QUOTE TWO**

|  |  |
| --- | --- |
| Breakdown of cost including shipping costs: | Click or tap here to enter text. For examplex24 Cricket Balls (Red) (New) - £334x1 Baseball Mitt (New) - £100 |
| Total Cost | £ Click or tap here to enter text. Please enter as £XX.XX |

1. **Date Required**

Please make sure to leave yourself enough time to apply for the grant.

|  |  |
| --- | --- |
| Date your items are required by: | Click or tap here to enter text. For example, as soon as possible, or by December. |

1. **Any further information**

Here is the space to provide additional further context for your application, including justification or impact on members. If your application will particularly improve inclusivity of your sport, please mention here!

|  |  |
| --- | --- |
| Further information: | Click or tap here to enter text. |

1. **Checklist**

For your grant to be considered, you need to submit the following:

[ ]  A completed version of this form

[ ]  An up-to-date copy of your uea+sport budget for the current academic year

[ ]  An up-to-date copy of your club inventory

[ ]  You have spoken to either your sport coordinator, A&O Officer or Sports Exec

1. **Submission**

Please email this form to the following:

1. The Activities and Opportunities Officer
2. Your uea+sport coordinator
3. Your sports executive