



Basic Grant Application

To be completed by office staff only:

Date received _____

Received by _____

Please complete this form (**pages 1 & 2**) and attach it to your grant application. Incomplete applications will not be accepted.

Section A: The Society

Name of Society: _____

Incoming Auditor: _____

Email: _____

Phone Number: _____

Incoming Treasurer: _____

Email: _____

Phone Number: _____

Senior Treasurer: _____

No. of paid members last year*: _____

No. of paid members this year*: _____

Annual membership subscription: _____

Total Grant Requested this Year: _____

The amount requested should be easily & clearly justified within the contents of your application.

*Please note that the number you indicate here will be cross checked with the number of members you have registered on *Infohub* and the number on *Infohub* will be deemed to be the correct number.



Section B: Signatories

a) Senior Treasurer

I, the undersigned, being the senior treasurer of the _____ society, confirm that the attached accounts are in agreement with my own records of the society's finances for the relevant period.

_____ (Signed) Senior Treasurer

_____ (Date)

b) Outgoing Auditor & Treasurer

We, the undersigned, do hereby declare that the attached accounts are an accurate and fair picture of both the financial state, and the financial transactions during the periods defined by our mandate.

_____ (Signed) Outgoing Auditor

_____ (Date)

_____ (Signed) Outgoing Treasurer

_____ (Date)

Section C: Checklist

The following must be included in all applications. Please remember that, these are only the basic elements of the grant application. Each society should provide additional information or content where it sees fit.

Completed Application Form (including signatures)

Summary of Activities in the Past Year

Plans for the Coming Year

Breakdown of Expected Incomes & Expenditures

Completed Accounts of the Outgoing Session

Opening & Closing Bank Statements (previous session)

Full Inventory of Equipment [Updated Oct 2018 - JA]