



Basic Grant Application

To be completed by staff only

Date Received: _____

Received By: _____

Section A – The Society

Name of the 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*: _____

Total Grant requested this Year: _____

(The amount requested should be easily and clearly justified by 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*. 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.

Dated: _____

Signed: _____

(Senior Treasurer)

b) Outgoing Auditor & Treasurer

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

Dated: _____

Signed: _____

(Outgoing Auditor)

Dated: _____

Signed: _____

(Outgoing Treasurer)



Section C – Checklist

The following checklist must be completed for 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
- ☐ Summary of Activities during the Past Year
- ☐ Plans for the Coming Year
- ☐ Breakdown of Expected Incomes and Expenditures
- ☐ Completed Accounts of Outgoing Session
- ☐ Opening and Closing Bank Statements of the Previous Session
- ☐ Full Inventory of Equipment