**APPLICATION MUST BE RECEIVED BY NOON ON THE MONDAY PRECEDING FINANCE COMMITTEE MEETING**

**EDINBURGH UNIVERSITY SPORTS UNION**

**APPLICATION TO THE RESERVE FUND**

Please complete this form in full, supplying all relevant details. A form which does not supply sufficient information may be returned by the Finance Committee.

|  |  |
| --- | --- |
| **Name of Club** |  |
| **Amount of Claim** |  |
| **Nature of Claim** |  |
| **Full Breakdown of Costs (incl. VAT and delivery)** |  |
| **Number of Members** |  |
| **Bank Balance**  **1st Sep this academic year** |  |
| **Bank Balance**  **Most recent statement**  (Please specify date + month) |  |
| **Other relevant information** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed** |  | | |
| **Committee Position** |  | **Date** |  |

# Application Guidelines

The Reserve Fund is intended to cover any unforeseen costs that have been incurred by the club. The level of funding is entirely at the discretion of the Finance Committee. The Finance Committee distinguishes between unforeseen costs that arise due to unpredictable events, such as serious injury on an away trip, and unforeseen costs for events that should have been anticipated. Costs falling into the latter category do not fall under the remit of the Reserve Fund, and therefore will not be funded.

To increase the likelihood of your application being approved, please provide a detailed explanation of the unforeseen event, including any relevant dates and a breakdown of costs.

Applications can be made retrospectively for costs already incurred. Please include evidence of costs or proof of payment to support the application.