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

**EDINBURGH UNIVERSITY SPORTS UNION**

**LOAN APPLICATION**

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. Before filling out this form refer to the Loan Policy on the SU website.

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| **Name of Club** |  |
| **Total Amount of Claim** |  |
| **Estimated Repayment Date (For instalments please specify the number of years)** |  |
| **Number of Club Members** |  |
| **Bank Balance**  **1st Sep this academic year** |  |
| **Bank Balance**  **Most recent statement**  (Please specify date + month) |  |
| **Total Grant Awarded** |  |

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| **Explanation – What happened (Short-term loan)?** |
| Please explain the nature of the event that the loan is needed for. Please explain why the club can’t fund this expense themselves. When answering this please outline the sporting significance that the loan would go towards. (Only answer this part if the loan will be repaid before May 31st of the current academic year) |
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| **Explanation – What happened (Long-term loan)?** |
| Please provide a detailed explanation as to how your club has got to the point where a loan is needed for financial stability. Emphasise past events that led to the current deficit. (Only answer this part if the loan will be repaid over multiple financial years) |
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| **Steps for repayment** |
| Please outline the steps you plan to take to ensure repayment will be successful and timely. Include any cost-cutting/revenue-adding ideas you plan to implement. It is also recommended you think about different risk based scenarios and how that may impact your plans. Include how you came about your length of repayment. |
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| …………………………………………………………………………………………  **State of club finances**  Please mention here any large payments that may be still yet to come out of your account for the year and how you plan to finance them as well. For long-term loans include how you are going to ensure that these measures persist through a handover.  …………………………………………………………………………………………  …………………………………………………………………………………………  …………………………………………………………………………………………  …………………………………………………………………………………………  …………………………………………………………………………………………  …………………………………………………………………………………………  **Worst Case Scenario**  Use this section to illustrate what you would expect to happen if your application were to be rejected. Please evidence any claims as best as you can. Also, use this space as an opportunity to show any worst case options (e.g. potential assets that might have to be sold to be used as cover instead of a loan).  …………………………………………………………………………………………  …………………………………………………………………………………………  …………………………………………………………………………………………  …………………………………………………………………………………………  …………………………………………………………………………………………  …………………………………………………………………………………………  **Other Information**  Here provide us with any other information that might be useful for Finance Committee to know before making a decision regarding your application.  …………………………………………………………………………………………  …………………………………………………………………………………………  …………………………………………………………………………………………  …………………………………………………………………………………………  …………………………………………………………………………………………  ………………………………………………………………………………………… Signed: Club President  Print name: …………………......... Signature: ………….........................  Club Treasurer  Print name: ………………………. Signature: ………….........................  **Included Evidence:**  Any documents or tables that you wish to attach to your application should be included here (please make sure to reference if you have mentioned them above). If the application is for a certain event please provide the invoice here. |
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# Application Guidelines

Loans are used as a last resort for clubs in dire financial situation and require emergency assistance from the Sports Union in order to maintain club activity. Loans should only be awarded for core sporting endeavours such as BUCS or other similar level competitions as well as instances where the solvency of clubs is in question. The Finance Committee will decide whether or not to award a loan based on the merits of the application.

To increase the likelihood of your application being approved, please provide a detailed evidence of the steps you have taken/will take to ensure that this scenario does not occur again.

Please submit this application with approximately 4/5 weeks buffer before the money is needed in the account to ensure that Finance Committee has appropriate time to weigh the merits of the application before making a decision.

Please refer to the Loan Policy for more help with your application.