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

**EDINBURGH UNIVERSITY SPORTS UNION**

**APPLICATION TO THE REPRESENTATION 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.

**PLEASE REFER TO GUIDELINES ON THE BACK PAGE AND THE REPRESENTATION FUND POLICY ON SU WEBSITE BEFORE COMPLETING**

NAME OF CLUB \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NATURE OF CLAIM

|  |  |
| --- | --- |
| Event Name |  |
| Location |  |
| Dates of Event |  |
| Travel Costs(Include Method of Transport) |  |
| Competition Fees |  |
| Other |  |
| Names and Matric Numbers of UofE Athletes competing |  |

Breakdown of Claim amount: Travel £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Accommodation £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Competition £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Other £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Total £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ARE YOU RECEIVING FUNDING FROM OTHER SOURCES OR AWARDING BODIES e.g. National Governing Body, Lottery Fund etc. in relation to this event(s)?

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| **Explanation – How were you selected for this event?** |
| Please explain the criteria that were needed for you to be selected for this event. Were there qualifying rounds? Did you need to meet a specific ranking? Or any other requirements for selection. |
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| **Explanation – Nature of the Competition**  |
| Please explain what the event you took part in entailed. Please provide a breakdown of what events you competed in on what days, if there was any training involved prior to the event taking place and any other information regarding the competition. It might be helpful to liken it to a similar competition of another sport if possible. |
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| **Travel Costs** |
| Were there any special circumstances for your travel costs that meant you had to travel on that particular day/flight? Particularly important if multiple people from the club travelled for one competition.  |
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| **Any other relevant Information** |
| Please provide any other relevant information that will assist with your application. |
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# Signed:

Treasurer: Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant: Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Please attach all supporting documentation to the bottom of this document. (This could be in the form of images, links or other linked media):