**APPLICATION MUST BE RECEIVED BY NOON ON THE WEDNESDAY 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. Before filling out this form refer to the Reserve Fund policy on the SU website.

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| **Name of Club** |  |
| **Total Amount of Claim** |  |
| **Full Itemised Breakdown of Costs** |  |
| **Number of Club Members** |  |
| **Bank Balance**  **1st Sep this academic year** |  |
| **Bank Balance**  **Most recent statement**  (Please specify date + month) |  |

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| **Explanation – What happened?** |
| Please provide a detailed explanation as to the events that occurred leading to you creating this application. Any information regarding the situation will be helpful in letting the Finance Committee come to an informed decision. |
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| **Explanation – What were your estimated costs for this vs realised costs** |
| Please provide what costs you expected to occur for this event versus what you ended up paying as a result of the unanticipated event. Please include any evidence of the previous budgeting for the event and then receipts you have for incurred costs. |
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| **Unexpected nature of you claim** |
| In your own words please explain why this claim was an unexpected expense on your club. (Please refer to the Reserve Fund Policy for examples on what could be deemed unexpected) |
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| ………………………………………………………………………………………… Signed: Club President  Print name: …………………......... Signature: ………….........................  Club Treasurer  Print name: ………………………. Signature: …………......................... |
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# 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.

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