**Additional Budget Application Form &**

**Budget Breakdown**

### Event Details

|  |  |
| --- | --- |
| Event: |  |
| Society/Club: |  |
| Date: |  |
| Time: |  |
| Expected Participants: |  |
| Aim of the Event: |  |
| Further Details:(please give as much information as possible) |  |
| How will this event engage with all students and other societies?  |  |

### Expenditure

|  |
| --- |
| **What is the anticipated expenditure?***(Please break this down in details)* |
| Venue hire: | £ |
| Food: | £££££ |
| Printing & Marketing: | £££ |
| Equipment hires:(such as technical equipment) | ££££ |
| Decorations | ££ |
| Other: (please give details)  | £££ |
| **Total:** | **£** |

### Income

|  |
| --- |
| **What is the anticipated income? Please remember that society income is subject to 20% VAT.** *(Please break this down in details)* |
| Ticket sales: | £  |
| Fundraising: | £ |
| Sponsorship: | £ |
| Society funds: | £ |
| Other: please give details | £ |
| **Total:** | **£** |
|  |
| Will the Society be donating anything to charity? |  |
|  Yes |  |  No |  |
|  |  |  |  |

Please give the name of your Charity :

### Funding Request

**How much are you requesting from the Top-Up Fund (maximum £400):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**