**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):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**