

**DEVELOPING A BUDGET FOR FUNDING PROPOSALS**

To apply for funding, you must outline your financials and demonstrate financial need. Consider the following elements as an example, and then use the template on page 2 to develop your own budget. If you have any questions, please contact the Clubs Coordinator, clubs@camosunstudent.org

**Example of an Inadequate Budget:**

|  |  |
| --- | --- |
| **Item** | **Cost ($)** |
| Decorations | 60 |
| Food | 100 |
| Misc. | 40 |
| **Total:** | ~200 |

**Example of a Good Budget:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item:** | **Quantity** | **Price** | **Cost ($)** |
| Printed T-Shirts (Quote attached) | 25 | 7.50 | 187.50 |
| Notebooks for Players | 10 | 3.90 | 39.00 |
| Chess sets for weekly meetings | 4 | 16.99 | 67.96 |
| DGT Easy Game Timer | 1 | 31.99 | 31.99 |
| Playing Cards | 4 | 2.50 | 10.00 |
| VHS Rental for end of semester social | 1 | 5.00 | 5.00 |
| Weekly Meeting Snacks | 6 | 20.00 | 120.00 |
| SUB-TOTAL |  | **460.54** |
| TAXES | @ 12% | **55.27** |
| **GRAND TOTAL** |  | **515.81** |

**Budgeting Pro-Tips:**

**- Request funding once or twice per semester and ask group members for input when budgeting**

**- If you realize you need more than you expected, or something else, submit another request**

**- Don't use rough numbers for categories that are too general (eg. Supplies, Entertainment, etc.)**

**- Use Microsoft Excel if you want to save time when adding numbers. This format is also approved.**

|  |  |
| --- | --- |
| Examples of “Acceptable” Expense: | Examples of “Unacceptable” Expenses: |
| Weekly Meetings | Any expense incurred prior to registration/renewal |
| Film Nights, Cultural Events, Guest Speakers | Any expense without an “itemized” receipt |
| Banners, Posters, Advertising | Capital Investments for profit |
| T-Shirts, Water bottles, Promo Material | Donations |
| Club Socials, Conferences | Restaurant Bills |

**Name: Email: Phone:**

**Group Name: Today's Date:**

 **Overview of Funding Request:**

**Requested Amount: Number of Active Members:**

**Group Category\*: Current Meeting Frequency:**

|  |  |  |  |
| --- | --- | --- | --- |
| Item: | Quantity (#) | Price ($) | Total Cost ($) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | Sub-Total |  |
|  |  | Taxes (@ 12%) |  |
|  |  | **Total** |  |

**I understand that funding will not be provided for items that have not been properly identified by my budget. I am also aware that any reimbursements require itemized receipts. I also accept liability for any losses due to expenses made without appropriate pre-approval from our budget.**

**Signature: Position in Group:**

\*Group Categories: Common-Interest Club, Recreation Club, Course Union, Class Project, Student Events

***This form can be submitted online at http://CamosunStudent.org/Clubs/Forms , OR by email
to clubs@camosunstudent.org , OR in person at Fisher 101B (Lansdowne) or Campus Centre 111 (Interurban)***