



# Camosun College Student Society

Local 75 of the Canadian Federation of Students

## 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
<b>Total:</b>	~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			<b>460.54</b>
TAXES		@ 12%	<b>55.27</b>
<b>GRAND TOTAL</b>			<b>515.81</b>

### 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:

Weekly Meetings  
 Film Nights, Cultural Events, Guest Speakers  
 Banners, Posters, Advertising  
 T-Shirts, Water bottles, Promo Material  
 Club Socials, Conferences

#### Examples of "Unacceptable" Expenses:

Any expense incurred prior to registration/renewal  
 Any expense without an "itemized" receipt  
 Capital Investments for profit  
 Donations  
 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%)	
		<b>Total</b>	

**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](mailto:clubs@camosunstudent.org) , OR in person at Fisher 101B (Lansdowne) or Campus Centre 111 (Interurban)*