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**Friends’ Trust Application Form**

Please note that all applicants are required to read **Notes for Applicants** (bottom of this document) prior to submission.

Please complete this form and email to su.activities-reception@ucl.ac.uk. Please note that in order for your application form to be accepted you MUST attach a detailed budget for events, or quotes for one-off purchases. **Applications that do not include budgets or quotes will be automatically rejected.**

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| **SECTION 1: CONTACT INFORMATION** |
| **Name:** |  |  |
| **Club/Society or Department** |  |   |
| **Contact Number:** |  |   |
| **UCL Email Address:** |  |   |
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| **SECTION 2: APPLICATION DETAILS** |
| **What type of application are you submitting?** Please note that the Friends’ Trust cannot be used to apply for recurring, annual costs. These should be covered by the Union’s Annual or Additional Grant Funding programmes.  |
| [ ]  One-Off Event Funding | [ ]  Funding for Equipment | [ ]  Other (please detail below) |
| **Please provide a detailed description of how the money will be spent and explain how many students it will benefit. If your application is for equipment, please indicate the expected life-spans. 1000 words maximum.** |
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| **Number of the UCL Community that will benefit from the funding:** |  |

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| **SECTION 3: FINANCIAL DETAILS** |
|   | Please ensure that a detailed budget for events or quotes for equipment are provided in support of this application. Applications that do not include budgets or quotes will be automatically rejected. Budgets or quotes should be emailed in with this application form. |   |
|   | **Does the club/society plan to make a contribution towards the entire cost?** |   |
|   | [ ]  Yes |  |  |   |
|   | [ ]  No |  |  |   |
|   | **IF YES, TOTAL AMOUNT OF CONTRIBUTION:** |  |  |   |
|   | **TOTAL AMOUNT REQUESTED:** **(please note this must not exceed £2500 or 10% of available funds)** |  |  |   |
|   | **DATE FUNDS REQUIRED BY:** |  |  |   |
|   |   |   |   |   |

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| **Notes for Applicants** |
|   | * The Friends’ Trust Grant is a financial grant administered jointly by the UCL and Students’ Union UCL. It differs from the Additional Grant Application and can be used to fund both core and non-core activities, and may be awarded as an underwrite instead of an outright grant.
* Both recognised union clubs and societies and individual UCL students or staff may apply for this grant; if the former, please ensure that it is the Treasurer of the club/society who submits this document (‘Name’ in Section One).
* All applications must be submitted on the attached application form to su.activities-reception@ucl.ac.uk in line with the published deadlines.
* Applications must use the form above and this should be saved as a Microsoft Word document or as a pdf document. Other formats will not be accepted. Applications in which the wording or layout of the application form have been changed will also be rejected.
* All quotes must be submitted on ‘headed paper’. Please note that in order for your application form to be accepted then you **MUST** attach a detailed budget for events, or quotes for one-off purchases.
* **Applications that do not include budgets or quotes will be automatically rejected. Ensure budgets should include any contribution from the club.**
* If you would like any additional information please contact the Societies and Media Manager on c.salton-cox@ucl.ac.uk

**Please note that if you are awarded a Friends Trust grant you must submit a short summary of how the funds were used and the impact the support had on the UCL community within 6 Months of the funds being received.** ***If this summary is not submitted your Club or Society will not be eligible for Friends Trust applications for one academic year.***  |