



Club Funding Request Form

Incomplete club funding requests will not be accepted for processing.

Please fill out this form electronically and submit a hard copy to the Bethune College Council office at **122 Norman Bethune College**. You must ensure that **all** club funding request documents are submitted at the same time in one package. Incomplete request forms will be cancelled and the documents will be returned to through internal mail to the campus address provided below. E-mail submissions will not be accepted.

Club Funding Information

What is Bethune College Council?

Bethune College Council (BCC) is a levy funded body at York University that is dedicated to the Bethune community in the provision of social and academic programs and services. BCC strives to enrich the lives of the Bethune student body through social and academic events. Additionally, the council provides guidance and assistance to all affiliated clubs and organizations.

What is the Bethune College Council Club Fund?

Every year Bethune College Council allots part of their levy to club funding for the purpose of providing financial assistance to Bethune affiliated bodies. The Club Fund is accessible through an application process which is regulated by the BCC's Finance Committee. It is dispersed to applicants that hold programs and events for Bethune constituents.

Requirements

- You must be a Bethune affiliated club.
- The academic or social activity must engage members of the Bethune community.
- You must submit a hard copy of your fully completed application by the set deadline.

Club Information

Name

Is this the club name that would appear on a cheque written to your organization?? If no, please specify below:

Campus Address

Campus Telephone

E-mail

Website

Are you a Bethune affiliated club? If processed, how would you like to receive your cheque?

Primary Contact Information

First Name

Last Name

E-mail

Telephone

Position

Alternate Contact Information

First Name

Last Name

E-mail

Telephone

Position

Statement of Compliance

We agree to submit a copy of all relevant financial documentation to support the financial claims made herein. All documentation (receipts, invoices, etc) must be itemized with the item names and amounts clearly indicated. We understand that funding will not be released until this information has been received.

Primary Contact

Alternate Contact

Initial here: _____

Initial here: _____

Should this application be approved, we agree to use the funding entirely for the events or programs outlined in this application form. Furthermore, we understand that funding is not guaranteed and may be revoked with due cause.

Primary Contact

Alternate Contact

Initial here: _____

Initial here: _____

We declare that the statements and financial reports made herein are valid and true to the best of our knowledge. We understand the terms and condition set out in this agreement and will adhere to all conditions upon the approval of this application or report.

Primary Contact

Alternate Contact

Initial here: _____

Initial here: _____

Primary Contact's Name

Primary Contact's Signature

Date

Alternate Contact's Name

Alternate Contact's Signature

Date

Event Information

Event Name		
Start Date	<input style="width: 90%;" type="text"/>	End Date <input style="width: 90%;" type="text"/> How much funding are you requesting?
What was/will be the total number of attendees?		How many attendees are Bethune students?
<p>Provide an accurate description of the event and describe how this event is consistent with your club's mandate. If the event has already occurred or has been hosted by your club in a previous year, include a brief analysis what made the event successful or unsuccessful.</p>		
<p>How does this event benefit the Bethune community? HINT: Consider how this event or program upholds the Bethune College Council mandate. Give this some thought and be as specific as possible.</p>		

Financial Information

List **all** income sources for this event below. You must include any sponsorships or funding that has been received. If you are selling or have already sold tickets or other products that will/has generate(d) any revenue please specify. Be sure to include the dollar amounts for each line item and calculate the total.

Income Item	Cost
_____	_____
Income Item	Cost
_____	_____
Income Item	Cost
_____	_____
Income Item	Cost
_____	_____
Income Item	Cost
_____	_____
Income Item	Cost
_____	_____
Income Item	Cost
_____	_____
Income Total	<input style="width: 100px;" type="text"/>

List **all** the expenses incurred below. Sample expenses include transportation, food, tickets, equipment, etc. Alcoholic beverages will **NOT** be funded, please request a separate receipt for alcohol from vendors if necessary. Be sure to include the dollar amounts for each line item and calculate the total.

Expense Item	Cost
_____	_____
Expense Item	Cost
_____	_____
Expense Item	Cost
_____	_____
Expense Item	Cost
_____	_____
Expense Item	Cost
_____	_____
Expense Item	Cost
_____	_____
Expense Total	<input style="width: 100px;" type="text"/>

Calculate the net cost of your event using the following formula: **Net Cost = Income Total - Expense Total.**

Net Cost	<input style="width: 100px;" type="text"/>
----------	--