****

**UCC Staff Sports & Social Club Fund**

**2019 Grant Application Form**

 *The UCC Staff Sports and Social Club makes funding available to UCC staff clubs and societies which are non-for-profit and have been/are being established for the benefit of staff in the university.*

The UCC Staff Sports & Social Club now invites qualifying clubs and societies to apply for funds for 2019-2020. Unfortunately, due to the current economic circumstances, the funding available has been significantly reduced. Applications should be focused on capital expenditure and costs directly related to the operation of the club/society. Funding will not be granted for consumable items, e.g. food, drink, transport or accommodation.

*To apply for funding from the UCC Staff Sports & Social Club Fund, please complete this form and return it to the Clubs and Societies Representative:*

 *Vince Gallagher*

 *SSSC Clubs and Societies Representative,*

 *Tyndall National Institute*

 *The Maltings*

 *Dyke Parade*

*Cork*

*E-mail: vince.gallagher@tyndall.ie*

*by Friday* ***12th April, 2019.***

***Please note, the allocation of funding is at the discretion of the Management Committee of the Sports and Social Club and will be based on the club/society providing evidence of a 40% contribution towards the cost of the activity for which it is seeking funding and to organise an event in 2019/20 for members of the Staff Sports and Social Club.* *In exceptional circumstances the Committee may decide to fund more than 60% of the costs relating to the start-up of a club/society.*** Details of the funding provided to each club/society will be published on the UCC Staff Sports & Social Club website.

***Criteria for funding:***

1. How many Club members are members of the Staff Sports and Social Club?
2. Does the Club have any other income sources? Does it charge a membership fee?
3. Is the application for equipment associated with the operation of the Club?
4. Is the money needed?
5. Did the club meet the conditions for funding in 2017? These include issuing calls for new members, encouraging membership of the SSSC, organising an event for all UCC staff and providing receipts for purchases funded by the SSSC.

*To be considered for funding, all parts of the application form must be completed in full, signed by the Chairperson of the Club and accompanied by the following documentation:*

* *Club Constitution (if applicable)*
* *Membership List (no contact details). Two thirds must be UCC staff or partners.*
* *A report on activities funded by the Staff Sports and Social Club in the last round of grants*
* *A copy of the annual bank statement of the Club detailing transactions on the account relating to SSSC funding.*
1. Name of club/society:

2. Date of establishment:

1. Does your club/society have a constitution? Yes / No

 *(If yes, please attach a copy of it to the back of your application)*

**Membership:**

1. How many members does this club/society have? ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(Please provide a membership list with your application)*

1. Is this club/society exclusive to UCC staff members? Yes / No

5a. if *no*, what percentage of your members are UCC staff?

1. What percentage of membership of this club are members of the UCC Staff Sports & Social Club? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. The SSSC now requires one member from each Club/ Society seeking funding to join the SSSC Committee. We have 6-7 lunchtime meetings per year. The feedback from the Clubs/ Societies at these meetings will be beneficial to both sides. Please provide the name & contact details of your nominated member? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please note, if you are in the process of establishing a club/society, you are required to show evidence of numbers of staff interested in the club/society. Please attach the evidence to the back of this form.***

**Funding Sources:**

1. Have you received funding from UCC in the past two years? Yes / No

8a. if *yes*, please give details of the source of this funding, how much you received, the breakdown of the expenditure and what it was used for. If you received funding from the Staff Sports & Social Club last year, please provide a detailed report on the activity funded by the Club:

1. Do you charge a membership fee for your club/society? Yes / No

9a. if yes, how much is the annual charge per member? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. How much money are you applying for from the Staff Sports & Social Club Fund?
2. What percentage is this of the overall cost?

11a. Please specify in detail the proposed use of the funding?

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Why do you think the Staff Sports & Social Club should provide you with this funding?

**Bank Details:**

1. Please give details of your bank account and signatories for that account:

Name of Bank:

Sort Code:

Account Number:

Details of Signatories for this account:

Name(s):

Role:

Address(es):

***Declaration of intent***

*I declare that I have read and understood all of the questions, the information provided by me in this application form to the best of my knowledge is true and correct and the money provided by the UCC Staff Sports & Social Fund will be used in its entirety by my club/society to fund the activity indicated above. I agree to provide a report on activities for the year to the Clubs and Societies Representative of the UCC Staff Sports & Social Club Committee (Vince Gallagher) and an annual statement from our bank account detailing transactions on the account relating to funding from the Staff Sports and Social Club when requested to do so by the Staff Sports and Social Club. I also agree to reimburse the UCC Staff Sports and Social Club if any money remains unspent after one year of receiving the funding.*

Signed by Chairperson (Block Capitals): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:

Date:

*Contact details (for correspondence purposes)*

Name:

E-mail address:

Telephone number:

Postal address:

For further information or queries on the Staff Sports and Social Fund please contact the Clubs and Societies Representative, Vince Gallagher at vince.gallagher@tyndall.ie