

SOC SEMESTER GRANT CLAIM FORM

Attn: Societies Council Treasurer



SOC SEMESTER GRANT CLAIM FORM

CLUB NAME:

Details for a contact person in case we have questions regarding your Semester Grant (ensure this person is contactable over the holidays)

NAME:

PHONE:

EMAIL:

WHAT IS A SEMESTER GRANT?

APPLICATION CONSISTS OF:

1. SEMESTER GRANT CLAIM FORM
2. Attached and labelled RECEIPTS
3. optional RATIONALE (not required but extremely helpful in application assessment)

HOW TO SUBMIT

Email the soc treasurer (soc-treasurer@guild.uwa.edu.au) with the completed grant form, receipts and (optional) rationale before the due date.

PLEASE LABEL RECEIPTS CLEARLY:

- Number each Area of Expenditure, e.g. 1, 2, 3
- Number the individual receipts as a decimal, e.g. 1.1, 1.2, 2.1, 2.2
- (1.1, 1.2, 1.3 all correspond to one area of expenditure but different individual receipts)

Receipts are NOT inserted into this document. Please email your labelled receipts along with this application form to soc-treasurer@guild.uwa.edu.au.

IF YOU HAVE ANY QUESTIONS:

1. Consult Treasurer Training
2. Read Club Grants Policy
3. Email soc-treasurer@guild.uwa.edu.au



Rules 52-56 of the Club Grants Policy determine whether an item can be claimed or not.

REMEMBER YOU CANNOT CLAIM FOR:

- Alcohol
- Travel expenses
- Deposits and other service fees
- Incorporation fees
- Events without an approved EMP
- Items that benefit only committee
- O-Day expenses unless they have a continuing benefit
 - Example: membership stickers – YES, icy poles – NO

FREQUENTLY ASKED QUESTIONS

1. How do I label receipts?

- A) With a pen/marker before scanning the receipts.
B) By notating the scanned receipt on a PDF viewing program.

2. How do I attach receipts?

- A) Scan receipts and attach as a zip of JPEGs.
B) Attach as a singular PDF document.

3. What is an Area of Expenditure?

It is just a way of breaking down your total expenses into different categories.

This may be

- an event e.g. a barbecue, a meeting etc
- an initiative e.g. bought new equipment
- administration costs e.g. pens, stationery

4. Not everything on one of my receipts was for the club/I have some personal items on my receipt. Can I still use it?

Yes - please highlight the items that were for the club and mark out the personal items, so we can easily see which items you are referring to when we are verifying your claimed amount.

5. I've lost the receipt. Can I still claim the item?

If there is no proof that your club has spent that amount, we unfortunately cannot approve the claim.

You can appeal your received claim when initial figures are released.

6. I held a lot of barbecues and bought onions for each one, should I list all onions as one expenditure with "Area of expenditure = barbecues, Description = onions", or keep them separate, e.g. "Area of expenditure = barbecue 1, barbecue 2; Description = onions 1, onions 2"

In this situation, it is easier for both of us if you group your expenses based on your receipts. Please keep all expenses found on one receipt together, and all expenses found on another receipt together. If you bought all onions for all barbecues in one purchase, then list them together. If you bought them separately for each barbecue, list them separately.

7. I've done the form and organised my receipts. How do I submit my application?

Email the soc treasurer (soc-treasurer@guild.uwa.edu.au) with the completed grant form, receipts and (optional) rationale before the due date.

8. Why did we not receive all that we claimed for?

Your claims may not have fulfilled the criteria of SOC's Club Grants Policy. Rules 52-56 of the Club Grants Policy determine whether an item can be claimed or not. See above for examples of items which cannot be claimed.

SOC SEMESTER GRANT - OVERVIEW

	AREA OF EXPENDITURE, E.G. EVENTS, ADMIN	CLAIMED AMOUNT
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20		
	TOTAL CLAIMED	

Please check: does it all add up?

SOC SEMESTER GRANT - EXPENDITURES

AREA OF EXPENDITURE

	DESCRIPTION	RECEIPT REF.	CLAIMED AMOUNT
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		TOTAL	

Please check: does it all add up?

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		TOTAL	

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		TOTAL	

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