**LSS Club Funding Application**

This form should be returned to the LSS VP Finance (Matthew Battisti) via email at [mbattist@lakeheadu.ca](mailto:mbattist@lakeheadu.ca).

**Basic Information**

|  |
| --- |

Name of Club:

|  |
| --- |

Date:

**Executive Members/Committee Members:**

| **Name** | **Position** | **Email** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Please ensure that all individuals named above have read and understand the current LSS Constitution. Please visit the LSS website:**

**https://www.lakeheadlss.com/governance to find a copy of the LSS Constitution.**

**Details**

Amount of money requested:

|  |
| --- |

**\*\*\*N.B. The maximum amount requested cannot exceed $400.**

Please indicate whether your club has LUSU club status. If so, please indicate whether you have applied for/received any LUSU funding, and the amount of LUSU funding received:

|  |
| --- |

Please give a brief description of independent fundraising efforts (if applicable):

**Note: Requests to external funding sources must be cleared by external affairs *before* you approach them.** Please work with Matthew Battisti ([mbattist@lakeheadu.ca](mailto:mbattist@lakeheadu.ca)) to ensure you are cleared to approach local law firms.

|  |
| --- |

**Request for Funding**

To receive funding, the club applying must be ratified by the LSS Board of Directors. As part of completing this form, clubs must submit a proposed budget. Funding will be held in trust by the LSS Board of Directors and will be reimbursed to individual club members upon receiving proof of expenditure. You must include a breakdown of expected costs and income for the year at issue. Each year, clubs will have to re-submit their funding proposal and annual budget for review and approval. Funding recommendations will NOT be made if clubs do not submit a budget. Please note that funding is subject to the LSS Board of Directors who reserve the right to deny funding following a review of this application package.

**Club Balance Sheet**

**Part I: Expected Club Revenues**

| **Expected Revenues from Other Sources (fundraising, sponsorships, admission fees)** | |
| --- | --- |
| **Source:** | **Expected Amount ($):** |
|  |  |
|  |  |
|  |  |
| **TOTAL:** |  |

**Part II: Expected Club Expenses**

Please include all expected expenditures for the school year. Show the breakdown of costs for each event.

| **Item/Service** | **Description** | **Cost Per Item**  **(If applicable)** | **Total Cost** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL:** | | |  |

**PART III: Totals**

| **Total Expected Revenues** |  |
| --- | --- |
| **Total Expected Expenses** |  |
| **TOTAL:** | (Revenues minus Expenses) |