

Annual Consumable Grant Application Form



Office Use Only

Annual Consumable Grant

Requested:

Budgeted:

Depreciation Fund

Requested:

Budgeted:

Society/Club Name:

President/Captain:
Email:

Treasurer:
Email:

Number of Active Members:

Detail of subscriptions received from members (if any):

If you are unsure how to complete this form, or would like to know what your society spent last year as a guideline, please contact the JCR Treasurer (treasurer@jcr.dow.cam.ac.uk).

Please note, DCAC funding guidelines are detailed at www.jcr.dow.cam.ac.uk/treasury and a completed CSAR (College Societies Annual Registration) online form must be submitted prior to authorisation of DCAC funding.

General Funding: Please detail ALL expenses to be incurred in normal operation during the coming year and why (if not obvious) that they are necessary.

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Overall: £.....

Cuppers Allowance If you are a team that will enter a cuppers competition, you will need additional funding depending on how many cuppers matches you need to play. Please detail all of the possible additional cuppers costs here.

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Overall: £.....

Exceptional Costs Detail any exceptional (non-recurring) expenses you expect to incur during the forthcoming financial year (including kit/equipment) and why you want this additional level of funding.

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Overall: £.....

Comments/Queries: If there is a significant change in anticipated costs expected in the forthcoming year compared to the previous year, please outline why there is going to be a change as well as justification for the change.

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Overall: £.....

Bank Account If this society has its own bank account, please provide the following details:

Name of Bank: Sort Code: - -
Account Number: Rough Balance:.....

Do not make purchases in anticipation of DCAC funding, please wait for it to be confirmed.

PLEASE RETURN THIS FORM TO: SACHA HOPKINS-POWELL
(*treasurer@jcr.dow.cam.ac.uk*)

ONLINE CSAR MUST BE SUBMITTED PRIOR TO FUNDING APPROVAL

Society has submitted all information required by the CSAR for this year:

Signed for Downing College:
Date:

Funding Guidelines

All ACG spending must meet the following regulations:

- More than one member of the society/club directly benefits from the spending.
- The spending is for an item with no significant lasting material effect, i.e. is consumable within the financial year. For anything which lasts longer (e.g. new kit that will belong to the club) use the separate DCAC Depreciation Fund (below).
- The spending must be approved by the authorised holder of the budget, typically the captain or president of the club/society.
- Sports teams may only spend on sports-related expenses (no socials).
- Academic societies may be reimbursed fully for events which meet the aims and objectives of the society, this can include Speaker expenses. DCAC money is not to be spent on purely social events for academic societies. These societies may however obtain money for such events through different methods such as membership fees and other college funds.
- Annual Consumable Grant funding can be used to cover the cost of reasonable refreshment, which can include food and drink, but does not include subsidy of dinners. This funding will be provided at the DCAC's discretion, and must be approved by the DCAC committee at least 2 weeks before the event.
- Alcoholic refreshments served at society events must be served by college to avoid unnecessary opening of bottles. Any unopened leftovers must be returned to the DCAC and made available for future DCAC events.
- Abuse of this funding will lead to a discontinuation for the society in question.

The Depreciation Fund:

- This is a communal fund, shared by all DCAC Clubs/Societies, as well as other interests. It is for the purpose of funding club kit and equipment purchases that are needed by clubs/societies.
- There are two principles that guide the use of the Depreciation Fund:
 1. The expenditure should be for club kit and equipment that has a lifetime of more than one year, and therefore has a lasting benefit and effect on the club/society.
 2. The expenditure should be less frequent than annual, representing the fact that it is a substantial/significant cost that is only incurred over a period greater than the ACG provides for.
- Applications for funding from the Depreciation Fund are authorised by the DCAC Committee during the budget allocation process. To access these funds, please complete an ACG Reimbursement Form and

specify that the intended source of funds is the depreciation fund. In extraordinary circumstances, the DCAC committee may approve expenditure from this fund which was not factored into the budget - in this case, please contact the JCR treasurer (treasurer@jcr.dow.cam.ac.uk) before any purchases are made.

*Full funding guidelines can be found at:
<https://www.jcr.dow.cam.ac.uk/treasury>*