



University College
15 King's College Circle
Toronto, ON M5S 3H7

www.uclit.ca

BUDGET REQUEST FORM

UNIVERSITY COLLEGE LITERARY AND ATHLETIC SOCIETY
2021-22

Submit this form to Youssef Metwally at vp@uclit.ca.

Individual Meeting With Finance Commission: Individual meetings will occur on a varying basis. We will go through your budget together to get a better understanding of budgeted items and your funding request. We will also provide feedback. This is specifically for new clubs and clubs requesting large amounts of funding (to the discretion of the Finance Commission).

Dear Applicant,

The University College Literary and Athletic Society (UC Lit) is proud to annually fund many student-run or student-oriented enterprises. Due to our own budgetary limitations, we must make sound decisions as to how to fairly allocate funds between the many groups who apply for funding. The accurate and full completion of this form will ensure that your application for funds will receive proper review. If you have any questions regarding the application process, please contact us at vp@uclit.ca.

Sincerely,

Vice-President & Deputies

Part 1: General Information

A. Organization Details

Name of Organization, Group, etc:

Address:

Telephone:

Fax:

B. Directors, Managers, Executives, etc. of Organization (there must be at least three)

Director/Manager 1

Title:

Name:

E-mail Address:

Phone:

Director/Manager 2

Title:

Name:

E-mail Address:

Phone:

Director/Manager 3

Title:

Name:

E-mail Address:

Phone:

C. Miscellaneous

1. Are you listed on the University of Toronto Student Union (UTSU) list of recognized student groups?

Yes

No

2. Have you applied for funding from the University of Toronto Student Union?

Yes

No

If yes, please state the amount: \$ _____

Part 2: Nature of Operations

A. General Information

Please complete (one of) the following:

Attach your organization's constitution, mission statements and/or by-laws to this form and label it as **Appendix One**.

OR

If you do not have such documentation, complete items 1 through 5 below and attach these to the application on a separate sheet of paper and label it as **Appendix One**.

1. In 100 words or less, describe the overriding purpose of your organization.
2. In 250 words or less, describe the selection method for the executive/management of the organization.
3. In 250 words or less, describe the nature of your enrolment/membership base, and how potential members can enrol.
4. How many members of the organization are involved in an executive role (this includes all individuals who have a title such as President, CEO, Treasurer, etc.)
5. How many members are in the organization, or otherwise how many members do you expect to enrol?

Part 3: Financial Information

A. General Information

1. Is your organization an incorporated body by virtue of the laws of the Province of Ontario, or by the Canada Business Corporations Act?

Yes

No

2. Is your organization non-profit in nature? (Non-profit means that revenues your organization will/may generate will not benefit or be paid out to organization members, affiliates and/or management/executives)

Yes

No

3. Does the organization have an account with a chartered Canadian financial institution, *in its own name*?

Yes

No

B. Financial Data

As of this year, provide the following information:

Assets: \$ _____

Give an estimate (in Canadian dollars) of the value of the assets your organization owns, or assets members have committed to the organization. This includes but is not limited to cash, equipment, inventories, etc.

Liabilities: \$ _____

Give an estimate (in Canadian dollars) of the amount your organization owes to other groups or individuals, including its own members/executive:

Revenue: \$ _____

Give an estimate (in Canadian dollars) of the amount your organization will be able to collect from other sources. (ie UTSU, revenue from events, membership fees, bake sales, etc.)

C. Funding Amount

What is the amount of funds your organization desires?

\$ _____

D. Budget Disclosure

Prepare a breakdown of how you intend to employ the requested funds, assuming that you receive the full amount of your request. Be specific with the description of the various disbursements.

Attach the breakdown to this form on another sheet of paper and label it as **Appendix Two**.

Part 4: Declaration

Note: 'We', 'us', 'our' means the applicant(s) acting on behalf of the organization seeking funding.

We acknowledge that the information given herein is, to the best of our knowledge, accurate and free from any fabrication or misinformation. We further understand that the claim amount we have submitted is an accurate representation of our needs as set out in Part 3.D of this application. We understand the UC Lit may change or reject our request amount at its discretion and such a decision is final. We understand the UC Lit may, at any time in the future, if monies are allocated to us, ask for the disclosure of financial information pertaining to our operations and our continued financial support may be contingent on the satisfactory presentation of, and the information contained in, this financial information.

Director/Manager 1

Name:

Signature:

Date:

Director/Manager 2

Name:

Signature:

Date:

Director/Manager 3

Name:

Signature:

Date:

Note: The signatories below must be the same individuals listed in Part 1.B of this application.

END OF APPLICATION