



# UNIVERSITY OF CAMBRIDGE

## Societies Syndicate Application for a Guarantee against Loss

*Please read the Notes of Advice before completion*

Applications must be typed and sent by email to the Senior Treasurer for approval before onward transmission, direct from the Senior Treasurer, by email to the Secretary of the Societies Syndicate: SocietiesSyndicate@admin.cam.ac.uk

Name of Society or Production Company	Requested level of Guarantee
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Senior Treasurer Approval:	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Society registered in current year with Junior Proctor?	Yes <input type="checkbox"/> / No <input type="checkbox"/> / Pending <input type="checkbox"/>

Officers of the Society			Number of members *	Last Year	Current Year
<b>Position Title</b>	<b>Title &amp; Name</b>	<b>College</b>	CU student members		
Chair			CU non-student members		
Secretary			Non-CU members		
Junior Treasurer			Life members		
Senior Treasurer			* Include only those registered as <i>bona fide</i> members - i.e. persons who have paid the relevant subscription, or who otherwise are admitted to and maintained in membership. (DO NOT include those on any listings of people simply expressing an interest in the activities of the society.)		

Subscription Rates	Last Year	Current Year
Annual Rate	£	£
Life Rate	£	£

<b>TITLE, AUTHOR AND NATURE OF PRODUCTION</b>	
PRESENTER ( <i>Theatres Act, 1968</i> )	
<b>VENUE AND DATES OF PRODUCTION</b>	
<b>NUMBER OF PRODUCTIONS</b>	<b>CAPACITY OF VENUE</b> ( <i>no. of seats</i> )
<b>TICKET PRICES</b>	

- (a) Are the premises licensed by the Local Authority for Public Performance, within the meaning of the Theatres Act, 1968? Yes  / No
- (b) Has written notice been given to the Local Authority of your intention to perform this production? Yes  / No

## Production Estimates

<b>Income</b>	£	Further details / comments
Ticket sales ( <i>see note A below</i> )		_____ tickets at _____ each
Programme sales		
Income from cast ( <i>see note B</i> )		
Grants ( <i>see note C</i> )		
Other income (please specify)		
<b>Total Income</b>		

<b>Expenditure</b>	£	Further details / comments
Theatre hire, rehearsal rooms etc		
Scripts		
Royalties		
Scenery and sets		
Props		
Costumes and make-up		
Lighting		
Sound		
Music and musicians		
Publicity and photographs		
Programmes		
Insurance		
Transport of set etc		
Travel costs of cast etc		
Administration		
Commission to agents		
Professional expenses		
Public Performance licence fee		
Contribution to theatre overheads		
Other expenditure ( <i>please specify</i> )		
<b>Total Expenditure</b>		

<b>Estimate of balance</b> <i>(Income minus Expenditure)</i>	£
<b>Level of Guarantee against Loss requested</b> <i>(the figure must match the figure overleaf)</i>	£

<b>Applicant's Name:</b>		<b>College:</b>	
<b>Position:</b>		<b>Email:</b>	

### NOTES:

- (A) In the first column give the total income expected from ticket sales. In the second column show the same income expressed as x seats @ an average of y pence each;
- (B) Give details of any cast contributions towards production costs, float, etc;
- (C) State whether the grant has been applied for, or has actually been awarded

## Notes of advice to applicants

1. The Societies Syndicate gives financial assistance to University clubs and societies that are registered with the Proctor's Office. All new societies requiring funding should apply in the first instance to this Syndicate. Established sports clubs should apply to the Sports Syndicate.
2. The Syndicate's annual income of about £30,000 is derived from the University and from a capitation fee payment made by College JCRs and equivalent bodies. An Annual Report is distributed to these bodies detailing that year's allocation of funds to societies.
3. Applications are usually assessed by the Technical Committee of the Syndicate, which consists of twelve Junior Members of the University with experience of running University societies. The Technical Committee is chaired by the Junior Proctor, and may make grants of up to about £1,000 and guarantees against loss of up to £3,000, without reference to the Syndicate. (Applications for support above these limits will be referred to the Syndicate, but may be given preliminary consideration by the Technical Committee which may give advice or make recommendations to the Syndicate as appropriate).
4. Societies are expected, as a matter of general principle, to be self-financing and to meet their day-to-day expenditure, including travel expenses and the cost of speaker meetings, etc. from subscriptions and/or other contributions from members, or from other sources of revenue. Consequently, the Committee does not ordinarily make grants to cover running costs, but awards grants mainly for non-recurrent or capital expenditure, for example towards the purchase of an item of equipment that would be of long-term benefit to members, and which a society cannot reasonably or realistically be expected to meet from its normal revenues.

There are six types of financial assistance available from the Syndicate:

Type	Name and Description	Application Requirements
<b>a</b>	<p><b>Launching grants</b></p> <ul style="list-style-type: none"> <li>▪ Normally £100 or less.</li> <li>▪ Intended to cover the start-up costs of a new society.</li> <li>▪ Applicants should detail what the grant will be spent on (eg, publicity, first meeting, stall at the Societies Fair, freshers' squash)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Applicants should detail what the grant will be spent on (eg, publicity, first meeting, stall at the Societies Fair, freshers' squash)</li> </ul>
<b>b</b>	<p><b>Grants for the purchase of an item of capital equipment</b></p> <ul style="list-style-type: none"> <li>▪ Granted when a society wishes to purchase an item of lasting and continuing benefit to the society, and it is not feasible for them to purchase it themselves.</li> <li>▪ Where equipment is income-generating, the society will be expected to cover operational and replacement costs themselves.</li> </ul>	<p>Applicants should provide:</p> <ul style="list-style-type: none"> <li>▪ details of the life expectancy of every item to be purchased;</li> <li>▪ a description of how the items are to be stored and maintained;</li> <li>▪ ideally, more than one quote for every item to be purchased</li> </ul>
<b>c</b>	<p><b>Awards for special activities</b></p> <ul style="list-style-type: none"> <li>▪ Granted for events outside the normal activities of the society which are not</li> </ul>	<p>Applicants should provide full financial information for the event, including:</p>

	<p>feasibly self-financing.</p> <ul style="list-style-type: none"> <li>▪ Applicants may instead wish to apply for a guarantee against loss.</li> </ul>	<ul style="list-style-type: none"> <li>▪ details of income</li> <li>▪ itemised expenditure</li> </ul>
<b>d</b>	<p><b>Guarantees against loss</b></p> <ul style="list-style-type: none"> <li>▪ Given on events, such as musical or theatrical productions, or on an issue of a publication (normally the first).</li> <li>▪ Guarantees are only given to cover losses owing to unforeseen circumstances</li> <li>▪ Payment will only be made when the audited accounts of the events concerned are received.</li> <li>▪ Accounts must be received within 3 months of the events ending.</li> </ul>	<p>Applicants must:</p> <ul style="list-style-type: none"> <li>▪ submit applications well in advance of the event;</li> <li>▪ budget to break-even without assuming that a guarantee will be granted;</li> <li>▪ where feasible, build a contingency into the budget (without assuming that a guarantee will be granted)</li> </ul>
<b>e</b>	<p><b>Annual grants</b></p> <ul style="list-style-type: none"> <li>▪ Awarded to fund a society's activities during the year, not necessarily for a specific item or events.</li> <li>▪ Grants are awarded on the merits of the application; meritorious applications might include applications to replace expensive safety equipment regularly, or to pay high affiliation fees to national or international bodies that cannot reasonably be met by members. Such applications may still not necessarily be granted.</li> <li>▪ Annual grant applications are ordinarily considered by the Syndicate in Easter Term, with awards made with respect to the following financial year.</li> </ul>	
<b>f</b>	<p><b>Annual Travel Expenses Grant</b></p> <ul style="list-style-type: none"> <li>▪ Awarded to provide assistance with a society's exceptional expenditure on travel.</li> <li>▪ These will not usually be given for one-off travel, or for travel to (for example) competitions or to musical and dramatic performances; these costs are expected to be met by members directly or from the society's other income.</li> <li>▪ Annual travel expenses grant applications are ordinarily considered by the Syndicate in the Easter Term, with awards made with respect to the following financial year.</li> </ul>	<p>Applicants must show that:</p> <ul style="list-style-type: none"> <li>▪ the expenditure is both integral to and an inherent part of their primary activities;</li> <li>▪ the costs cannot be met from subscriptions or other income.</li> </ul>