**Annex A**

**Application Form**

**NUSSU Council Funding AY2020/21**

**Application Form**

**Instructions to Applicants and Team Leaders**

1. Please go through the fund information before applying for NUSSU Council Funding AY2020/21.
2. Please ensure the application form is completed before submitting it to the NUSSU Finance Standing Committee. All sections are compulsory unless stated otherwise.
3. The application form should be endorsed by the Project’s Team Leader. If the Team Leader is the applicant, it should be endorsed by the Project’s Staff Advisor or Assistant Team Leader.
4. Please submit your applications **8 weeks** before the commencement of event. Shortlisted applicants will be called up for an interview.
5. For any enquiries, please email to [funding@nussu.org.sg](mailto:funding@nussu.org.sg)

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**Application Form**

**(I) Applicant / Organization Details**

|  |  |
| --- | --- |
| **Name of Organization:**  **(If Applicable)** |  |
| **Name of Applicant:** |  |
| **Designation:** |  |
| **Matriculation Number:** |  |
| **Email Address:** |  |
| **Contact Number:** |  |

**(II) Project Details**

|  |  |
| --- | --- |
| **Title:** |  |
| **Date(s) of Event:** |  |
| **Venue:** |  |
| **Project Summary (Please describe the event in no more than 300 words)** | |
|  | |
| **Collaboration (Please list collaborative details with Project Partners, if Applicable)**  **[E.g. Other student groups, external community partners] (Word limit: 300 words)** | |
|  | |
| **Project Justification (Why is the event needed? How does it address target community needs?) (Word limit: 300 words)** | |
|  | |
| **Project Objectives (What outcomes will the event achieve? Ensure your objectives are in line with your identified needs) (Word limit: 300 words)** | |
|  | |
| **Project Creativity (If it is a seed event, please describe aspects of innovation. If it is a repeated event, please explain how this is significantly different/better than the previous event) (Word limit: 300 words)** | |
|  | |

**(III) Event Outreach**

|  |  |
| --- | --- |
| **Expected no. Of Participants:**  **(Excluding team members)** |  |
| **No. Of Team Members:** |  |
| **Breakdown of Team Members:**  **(Youths/Non-youths, Singaporeans/Foreigners,**  **NUS/Non-NUS)** |  |
| **Participant Engagement (Please describe how team members will be developed and participants will be involved in the organization of the event and the event itself respectively) (Word limit: 300 words)** | |
|  | |

**(IV) Project Management**

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| **Project Timeline/ Implementation Plan (Please explain how the project planning will be, and list key milestones and stages, in no more than 300 words)** |
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| **Project Publicity Plan (Please detail your event publicity plan in no more than 300 words)** |
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| **Project Evaluation (Please explain how you intend to assess and determine if the event has achieved its service and learning outcomes in no more than 300 words)** |
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| --- | --- | --- | --- |
| **Project Budget Breakdown** | | | |
| Total Requested Amount: | |  | |
| S/N | Item | | Projected Expenditure |
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| Total Projected Expenditure: | | |  |
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| Please list items requiring funding: | |  | |

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| --- | --- | --- |
| **Project Funding (Please list other sources of funding you intend to apply for to support this event. These may include sponsorships (cash or in-kind), grants, donations, etc.)** | | |
| Name of Sponsor | Total Requested Amount | Funding Status  (Pending/ Confirmed) |
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**(V) Contact Details of Organizing Committee Members**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S/N | Name | Designation | Email Address | Contact Number | Faculty/ Year (Please state if member is not from NUS) |
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**(VI) Declaration**

I, (name of applicant),

* Declare that the information in this application is true to the best of my knowledge, and I have not wilfully suppressed any material facts. I understand that any inaccurate, incomplete, or false information given shall render this application invalid.
* Understand that the Finance Standing Committee reserves the right to:
  1. Set conditions and provisions for approved proposals;
  2. Place a cap on categories of expenditure deemed extravagant or not integral to the event; and
  3. Adjust, withdraw, or recover the funding, in full or part thereof, awarded if:
     + - The funding is not required in its entirety
       - The funding exceeds the approved percentage of the eventual event expenditure
       - The terms and conditions of the funding are not met, or contravened
       - There are other extenuating circumstances that warrant a review of the approved funding
* Agree to share the information in this application with the relevant NUSSU personnel for the purpose of administering the NUSSU Council Funding.
* Agree to the collection, use and disclosure of my personal data by the NUSSU Finance Standing Committee and other relevant NUSSU personnel for the purposes of:
  1. Processing the NUSSU Council Funding application;
  2. If successful, administration of the NUSSU Council Funding; and
  3. Any other purpose reasonably incidental to the above.

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| --- | --- |
| Prepared by  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Endorsed by  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of applicant / Date | Name of endorser / Date |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Designation of endorser |

Prepared by Endorsed by

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Name of applicant / Date Name of staff advisor where applicable / Date

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Name of project mentor / Date

Prepared by Endorsed by

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Name of applicant / Date Name of staff advisor where applicable / Date

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Name of project mentor / Date

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