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| **SFR Number**  Allocated by CBFC Secretariat upon receipt |  |
| **Application Details**  Please refer to the BCS Financial Guidelines regarding use of groups budget. Further guidance can be sought from your dedicated community coordinator | |
| Community Group Name |  |
| Date of submission to community team |  |
| Submitter contact details including email and phone (usually the group’s Treasurer) |  |
| The earliest date that the funds will be required to be available\*.  \* A minimum of 6 weeks’ notice is required by the CBFC to allow discussion  Unused funds will be automatically returned to the central allocation budget after a 3-month period from either date of awarding or the date event whichever is applicable. | DD/MM/YY |
| **Application Statement**  Full details and supporting information for the application must be included at time of submission. Failure to do so may result in a delay decision by the CBFC  Acceptable supporting information   * Links to websites * Evidence where BCS funds have been used previously for the same purpose (sponsorship or events) * Feedback reports * Project plans * Alternative relating sponsorship packages   Please contact your dedicated Community Coordinator for any queries or advice |  |

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| **Sponsorship Information**  Please provide full details of the sponsorship package being requested and any alternative packages available for comparison relating to the sponsorship if applicable.  Please note that the groups should **NOT** enter any agreement until a decision has been made on this submission.  If the application is successful, no documentation relating to this application can be signed by volunteers, please forward to [groups@bcs.uk](mailto:groups@bcs.uk) | |
| Please describe the benefits and content of awarding this sponsorship package, visibility, promotion, advertising etc |  |
| **BCS Strategy**  Please indicate how your application aligns with the four strategic pillars: Making IT good for society | |
| Progression We need to make sure we all have equal opportunities to progress in our careers and to work together to get the very best talent up the ladder. |  |
| Membership We know our members will want to invite others to BCS who should be recognised in the profession and connect with the existing BCS membership. |  |
| Inspiration We want you to help us to inspire others to get into the profession and to reignite the spark for those already in our industry. |  |
| Influence We aim to influence decision-making for our industry at the highest level, both nationally and internationally, across all sectors. |  |

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| **Financial Details** | |
| Total Amount of funds requested (Including VAT) | £ |
| Individual £ breakdown of **all** elements of application (including VAT @20%)  Please refer to the BCS Financial Guidelines. Further guidance can be sought from your dedicated community coordinator | £ |
| Groups Current confirmed budget balance | £ |
| Is there any other funding other than central budget available? | £ |
| Was this expenditure listed in the appropriate FY budget submission? |  |
| If not, please indicate the reason why |  |
| BCS Coordinator statement |  |
| **CBFC Secretariat Notes** |  |
| Date received |  |
| Meeting Notes/Actions |  |