

Campaigns Pot Funding

How do I get my money!?

Step by Step

1. You submit your **campaigns pot request form** downloaded from the campaigns section of the Guild's website to Campaigns@guild.bham.ac.uk.

Guild Campaigns Funding Request Form

We want the Officer team and Guild Staff to have the best sense possible of your aims and objectives in your campaign, as well as help you to best think through your campaign plans and develop beyond your initial ideas.

Campaign Style

What best describes the style of your campaign? Choose an Option

Campaign Funding Breakdown

Please give us a breakdown of what exactly you intend to spend the funding on.

- Estimate the total amount you will spend:** Click to enter your **estimated total spend**
- Item/event 1:** Click to enter your **Item/event** and its **cost**
- Item/event 2:** Click to enter your **Item/event** and its **cost**
- Item/event 3:** Click to enter your **Item/event** and its **cost**
- Item/event 4:** Click to enter your **Item/event** and its **cost**
- Additional:** Click here to enter any **additional Items/costs** in plain text

Aims and Plan

2. Your form is put to the next meeting of **FTOG** (Full time officer group) or **GOG** (Guild officer group) for your **elected officers** to sign discuss and (**hopefully!**) sign off your funding request.



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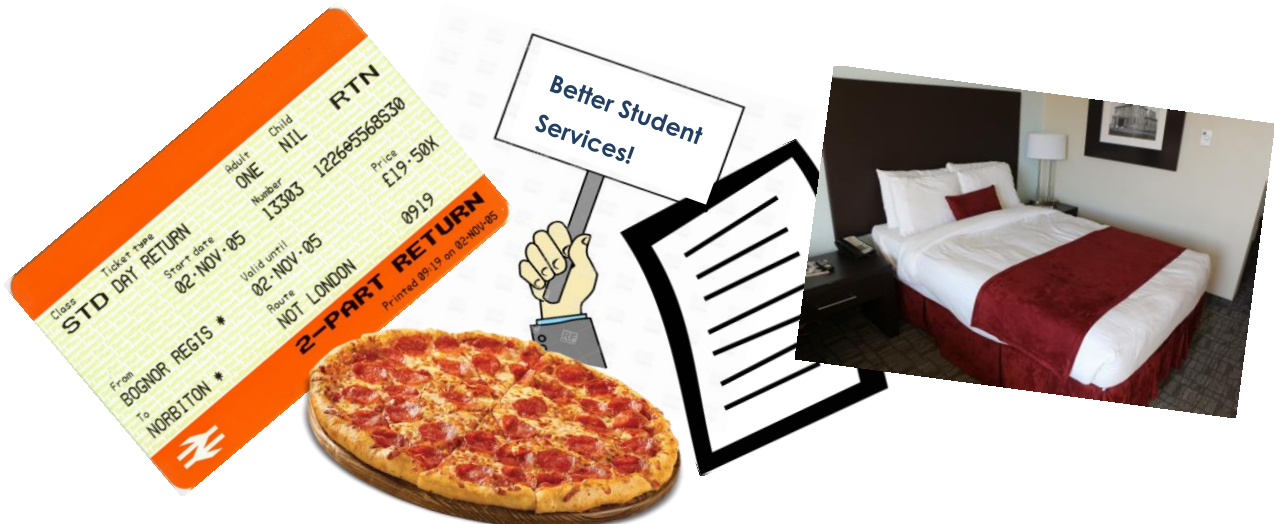
- (Optional) You meet with the Guild's **Campaigns Coordinator** and/or other student voice staff to help you **plan and organise your campaign** and activities/events.



Campaigns and Action Planning



- Since your funding has been **confirmed**, i.e. the amount you have requested **has been approved**, you can go ahead and spend the money on **whatever you need** to (i.e Pizza, flyers, travel expenses, accommodation - whatever you have **outlined in your funding request form**).



Please note: For larger amounts of money (i.e more than a £100, or if you are **concerned at all** about **paying up front** for higher cost items yourself, just let us know by dropping into the **Student Voice Office** on the ground floor of the Guild, or by emailing Campaigns@bham.ac.uk.

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5. Collect a **Personal Expense Form** from the Groups forms stand in **Student Groups** in the Guild, complete it with info of exactly **how much money** you have spent and on what, **attach your receipts** to it (or print outs to prove you have spent the money) and bring it in to the **Campaigns Coordinator** in the **Student Voice** in the Guild.

Please note: Evidence of payment **must** be provided. Without proof you have **spent the money** we **cannot** issue a reimbursement and you **can't give you your money back**.

OFFICE USE ONLY: Account Balance? Receipts?

Signatures? Spreadsheet (grant)?

Notification?

Checked by: Initials: Date:

Date put on FocalPoint: (cha/BACS)

Personal Expense Claim

Student Group/Guild Dept:

Account: Current Grant allocation: Other

Claimant's Name: (Please Print)

Petty Cash (up to £50.00)

Cheque

Bank transfer (details below)

Contact details in case of query

Name:

Phone/Email:

Sort code: Account number:

Date of expenditure	Name of event/reason for expenditure and full explanation	£	P	V.A.T. office Use Only
TOTAL		£		

Signature of claimant:

Committee Signature: Position:

Committee Signature: Position:

(one of the authorising committee members must be either chair or treasurer, the other can be any signatory)

Guild Authorising Signature:

Supporting documentation must be attached to back of claim form with itemised breakdown whenever possible – not just a credit card receipt showing total paid. Amounts below must be £10, not by bank transfer or cheque. Personal claims must only be used for up to a **maximum of £200** (if over £100 explain why you couldn't pay another way); larger amounts should be paid directly from the group account by business claim or purchase order.

Collected/Sent By: (Please Print) Date Collected:

Staff need to check ID when collecting petty cash

6. Officers and Guild Staff will **check over your expenses form**, make sure everything is in order, and then send the completed form **over to the Student Groups counter**, who will then either transfer over the money directly to you via **bank transfer**, or reimburse you **in cash**, depending on the amount.

Need More Help?

If you want more help with claiming back your campaigns expenses, or have questions about campaigns funding in general, drop an email to **Campaigns@guild.bham.ac.uk** or drop into **Student Voice** in The Guild.