



Grant Request Form

Club Name

Strathclyde Telegraph

Date of Request

07/10/19

Please refer to the **Grant Fund Guidelines** prior to completing this form. This will provide you with details of what can/cannot be applied for. Please attach as much evidence as possible, such as a word document explaining why your event is important and evidence of costs, in support of your request.

Where possible, please submit form **at least 14 days in advance** of project or equipment purchase to ensure sufficient time for processing.

Project Details

Only to be completed if running a project or event

Date & Times	
Location/Venue /Destination	
Description (please continue on a separate A4 sheet if necessary)	
Type (e.g. educational trip, conference, core equipment)	
Purpose (e.g. to increase membership, develop members, showcase society)	
Expected Numbers How many are expected to attend and how many of these are current members of the Society?	Expected No: Society Members :
Ticket Price Is a fee being charged or tickets being sold?	YES/NO If yes, state cost per person:
Other Funding/Sponsorship Have other avenues of funds been sought or is the society covering any of the costs from their savings account?	YES/NO If yes, please ensure details are included in Project Costs under the appropriate columns.
Research Is there evidence attached to the Grant Request to show that the most cost effective has been sourced?	YES/NO
Profit If successful with this application, do you expect to make a profit from your project after all overheads have been purchased, e.g. transport, DJ, etc.?	YES/NO If yes, what do you plan to use this profit for?

Core Equipment Details

Only to be completed if applying for core equipment

<p>Description (e.g. why is this equipment necessary for your club or society's functioning?)</p>	<p>Adobe Creative Cloud is the software that the newspaper is created on.</p> <p>A subscription to ACC is needed because the Editor-in-Chief needs to have access to the newspaper layout to subedit and design the newspaper.</p> <p>Without an ACC subscription for the Editor-in-Chief one person – our layout designer - has to lay up the entire newspaper in a week. The layout designer already pays for ACC themselves as they study product design.</p> <p>This workload is not sustainable. Not having an ACC subscription for the Editor also leads to them being unable to subedit the paper, meaning a range of grammatical and house style errors in the copy.</p>
<p>Research Is there evidence attached to the Grant Request to show that the most cost effective has been sourced?</p>	<p>YES</p>

Project Costs

To be completed by all applicants

Expenditure How much do you need to spend on your project or core equipment, and which source of funding will be used?	Savings Account £	Other Source £	Grant Request £
Adobe Creative Cloud Annual Subscription (part-funded)	50		146.30
Totals:			196.30

Expected Income

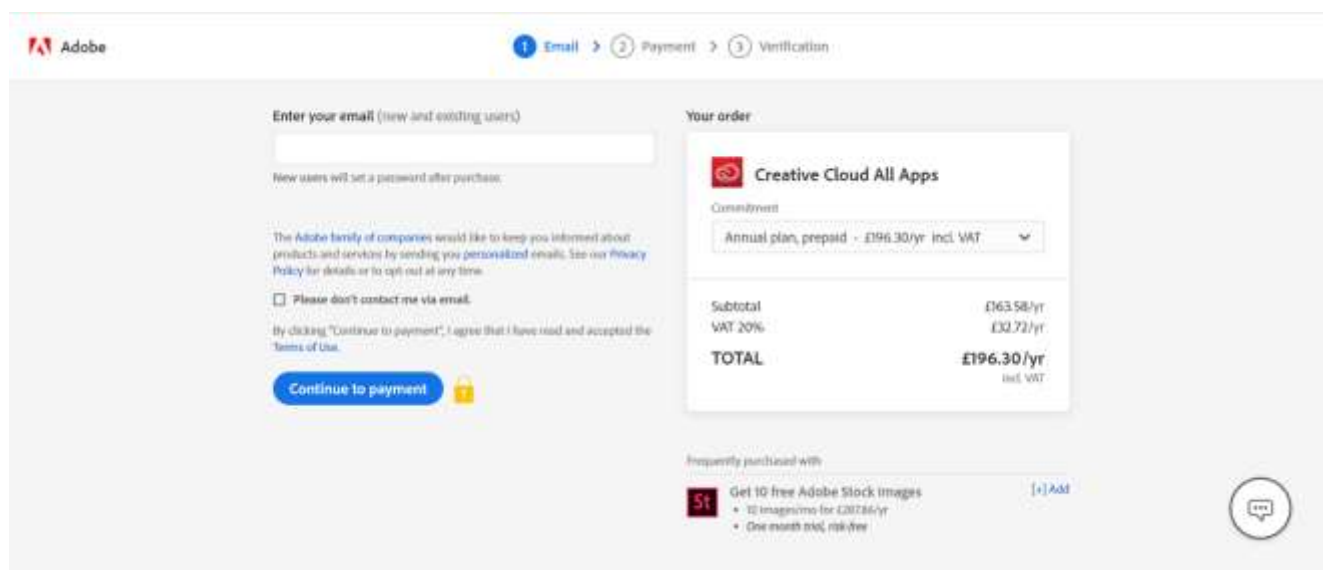
Only to be completed if running a project or event

Income (i.e. expected total income from tickets or external funding, such as sponsorship, before other expenses)	£
Total	

Please attach an A4 word document with any further information you feel is necessary.

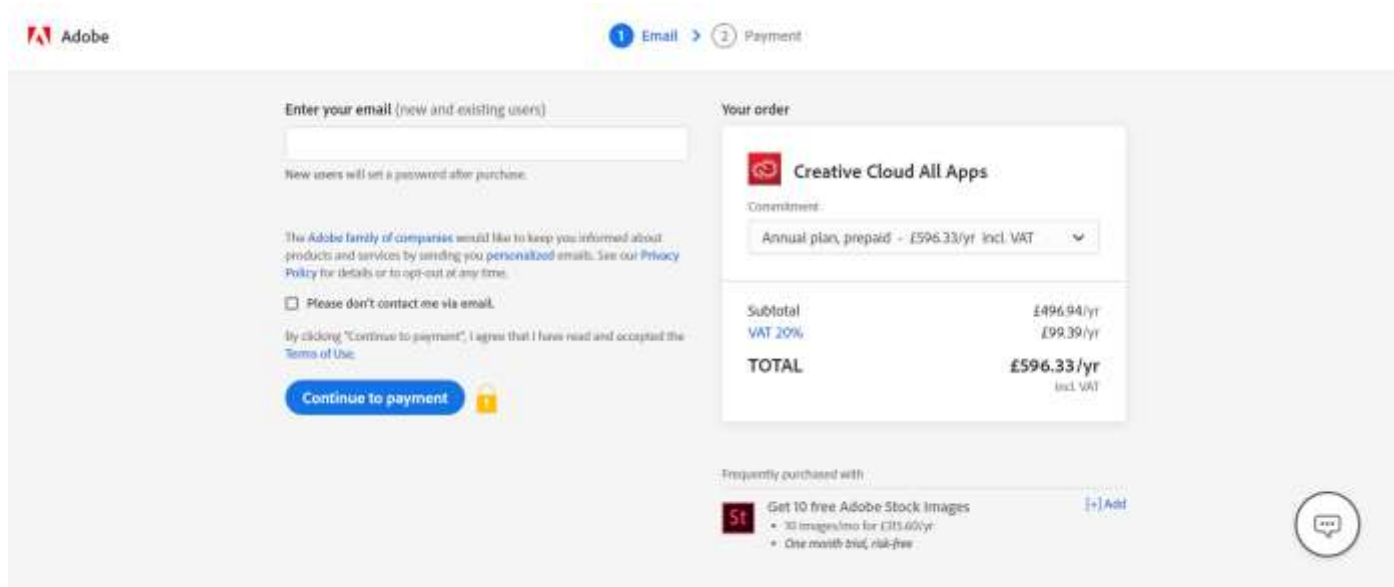
To illustrate we have sourced the cheapest version, two screenshots are attached. The first is the student price of £196.30 which we are requesting and the second is the regular price of £596.33:

Student Price:



The screenshot shows the Adobe Creative Cloud All Apps pricing page for a student. The page is divided into two main sections: 'Enter your email' and 'Your order'. The 'Enter your email' section includes a text input field, a note that new users will set a password after purchase, and a checkbox for 'Please don't contact me via email'. The 'Your order' section displays the product name 'Creative Cloud All Apps', the commitment 'Annual plan, prepaid - £196.30/yr incl. VAT', and a price breakdown: Subtotal £163.58/yr, VAT 20% £32.72/yr, and a TOTAL of £196.30/yr incl. VAT. Below the order summary, there is a section for 'Frequently purchased with' featuring 'Get 10 free Adobe Stock Images' for £207.66/yr, with one month trial risk-free.

Regular Price:



The screenshot shows the Adobe Creative Cloud All Apps pricing page for a regular user. The layout is similar to the student price page. The 'Your order' section displays the product name 'Creative Cloud All Apps', the commitment 'Annual plan, prepaid - £596.33/yr incl. VAT', and a price breakdown: Subtotal £496.94/yr, VAT 20% £99.39/yr, and a TOTAL of £596.33/yr incl. VAT. Below the order summary, there is a section for 'Frequently purchased with' featuring 'Get 10 free Adobe Stock Images' for £315.66/yr, with one month trial risk-free.