



# THE ASSOCIATION OF SPEAKERS CLUBS

## Funding Application Guidance Notes

A Payment as detailed on the application form is made on completion of an application form giving reasons for the request for funding. This application form is to be signed by the District President, or in his absence the District Vice-President, who must be satisfied that the proposed expenditure is a well founded initiative justifying the funding.

The application form must be accompanied by a statement of what expenditure will be incurred and what increase in membership is being looked for and should include anticipated income from membership fees.

On receipt of the application by the National Treasurer and subject to approval of the budget the cheque will be issued to the Club/Area/District concerned. The National Treasurer will liaise with the National Secretary and the National Development Officer about the proposed expenditure. Should the Treasurer have any queries concerning the budget he is to consult the National President for authorisation to proceed.

After the initial timescale as detailed in the application a report on the expenditure and the outcomes should be submitted one copy to the National Development Officer and one copy to the National Treasurer.

### **The Report should cover such things as**

#### **Publicity:**

This includes advertising and the production of leaflets and posters. Advertising can be costly but local papers may have a free forthcoming events or announcements column and editorial material is published without charge.

#### **Materials:**

For example: for use in running an effective speaking course.

**Latest signed copy of Club/Area/District Accounts:** This must be included in all applications

**Outcomes that will redress the shortfall in funds:** This should include an indication of additional members that will be recruited.

**Grants should not be applied for if the purpose is to cover any of the following:**

- 1 Computer Equipment
- 2 Training Events (If required, please contact the National Training Team)
- 3 Retrospective costs
- 4 Capitation Payments
- 5 Catering