#### Maynooth University Capitation Committee

# Equipment Purchase Application Form

Club / Society / Student Organisation Applying for Grant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Budget:

* *Please ensure that your MSULife Budget page in up to date.*

*Event budget to be modified below:*

|  |  |
| --- | --- |
| **Income** | **Total** |
| Club/Soc Contribution: |  |
| Individual Members Contribution (per person) |  |
| Sponsorship |  |
| Fundraising |  |
|  |  |
|  |  |
| **Total Income** | **0** |
| *Please give a detailed breakdown of equipment to be supplied and quotes for each item.*  **Expenditure** |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total Expenditure** | **0** |
| **Subsidy Required (Exp - Inc)** | **0** |

Why should you receive funding for this equipment?

*Checklist:*

* *Have you submitted an updated copy of your accounts*
* *Have you submitted quotes*
* *Have you completed the Equipment Purchase Application Form*

*E-mail completed application to capitation@nuimsu.com for circulation to members of the Capitation Committee. Note: applications must be received by 12 noon on Monday of each week and two weeks prior to date of purchase.*

**Guidelines/qualifying criteria:**

1. Long term capital equipment – eg volleyball posts, trampoline, broadcasting equipment.
2. Special Equipment Funding is not intended for annual equipment/purchases such as footballs, jerseys, hoodies, etc.
3. Special Equipment Funding is not guaranteed – decisions subject to guidelines and funds available.