



APPLICATION FOR FUNDING/REIMBURSEMENT

Submission Date	Submitted by:	Club / Dojo

Purpose of Funding: *Eg: NSWKA Kendo Championships*

Please provide details of request:

Itemised Request	Supplier / Comments	Cost	Number of Attendees	Total	Approval Y/N
<i>Eg: Venue Hire</i>	<i>Eg: Brick Pit Thornleigh – 2 days</i>	<i>\$1,000.00</i>	<i>Eg: 25</i>	<i>\$2,000.00</i>	
		\$		\$	
		\$		\$	
		\$		\$	
		\$		\$	
		\$		\$	
		\$		\$	

Total Amount Requested: \$	Total Approved: \$
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The above are “guidelines only”. All fields are mandatory to enable the NSWKA Executive Committee to consider your request for funding. Please provide as much information as possible.

The NSWKA Executive Committee retain the right to approve or reject any item/s deemed NOT within the funding guidelines. All decisions are final. Expenditure above the approved amount is to be met by the Club / Dojo concerned.

Signed by: _____
(Club President/Secretary)

Banking Details: BSB: _____ Account No: _____ Account Name: _____

Receipt/s attached: **Y / N**

Please ensure all receipts are forwarded with your **Application for Funding/Reimbursement** to: executive@nswkendo.org

Office use only:

Received by the NSWKA Executive Committee: _____ Final Approval Amount: \$ _____

Approved by: _____ Signature: _____ Date: _____

Approved by: _____ Signature: _____ Date: _____

Forwarded to Secretary / Treasurer for authorisation/processing: _____