

**THE FRIENDS OF THE UNIVERSITY OF READING****GRANT APPLICATION FORM**

The Friends welcome applications from across the University and associated organisations that support projects which promote the welfare of the University, develop public interest in its work and aid its outreach activities. Grants will not normally be made for expenditure which would generally be funded from University academic resources. Grants are awarded on the condition that they are publicly acknowledged and that the funds are spent by 24 March the following next year. Further information on the grants process and previous grants awarded can be found on <http://thefriends.org.uk>

Name of Project – External Table Tennis Tables x2

Name of Applicant - Matt Tebbit

Email address - [m.b.tebbit@reading.ac.uk](mailto:m.b.tebbit@reading.ac.uk)

School/Dept/Organisation - Catering, Hotel and Conference Services Telephone number 07841037573

What is the grant to fund? 2x External Table Tennis Tables that can be moved around to various Bar and Catering patios in the warmer months.

Who will benefit from the Project? Students, Staff, Visitors

Overall project cost (inc VAT) £1,400

Amount requested from The Friends £1,400

If the grant requested is not the same as the overall project cost, please indicate how the remainder will be funded:

Are there any running costs or other ongoing costs associated with this application, if so how will these be funded? Catering to fund as required

How will the contribution from The Friends be publicly acknowledged (e.g. by a plaque, website etc)? Plaque

Please ensure that this application has the approval of your Head of School / Service/Organisation.

Name of Head - Matthew White

Email address [m.j.white@reading.ac.uk](mailto:m.j.white@reading.ac.uk)

Please return your application to [thefriends@reading.ac.uk](mailto:thefriends@reading.ac.uk) by **17 April 2018 with subject heading Grant application.**

If you have not received an acknowledgment within 5 days of submitting your application, please contact us.