

UKEC Fund 25/26 Application Form



CONTACT DETAILS		
Name of Malaysian Society:		
Full Name of Applicant:		
Position in Malaysian Society:		
Contact Number:		
Email Address:		
Malaysian Society Bank Account Details: (No Personal Accounts allowed)	Registered Account name:	Account Number: Bank Name: Sort Code:
PROPOSED EVENT DETAILS		
Event Title:		
Date of Event (dd/mm/yyyy):		
Duration:		
Target Audience (who and number):		
Purpose of Event:		
Description of Event:		
Please explain why your event requires the support of the UKEC Fund. (Max 500 words)		
BUDGET OUTLINE (attaching a separate spreadsheet would be highly encouraged - information should be as complete and detailed as possible)		
Projected Expenses: List each expense separately and provide an itemised list.		
Total:		
Strategy to Minimise Cost:		
Projected Income: Include co-sponsorships, admission fees, any money raised and other contributions		
Total:		
Estimated Funding Required from UKEC Fund:		

Accompanying Documents Checklist



MERIT CRITERIA (OPTIONAL – FOR +15% PERFORMANCE-BASED BONUS CONSIDERATION)

UKEC recognises and rewards exemplary performance through a merit-based evaluation system. Malaysian Societies (MSocs) may be eligible to receive up to 15% additional funding on top of their approved base allocation, provided they fulfill selected merit criteria.

Applicants are encouraged to indicate, at the point of application, the merit criteria that their society intends to fulfil. Verification and assessment will be conducted by the Treasury Office during the post-event review stage, based on documented evidence submitted in the post-event report.

Each fulfilled criterion contributes 5% towards the potential performance-based bonus, subject to a maximum of 15%.

Please tick the relevant boxes below:

- Collaboration with UKEC Offices (e.g., co-planned or co-promoted initiatives)
- Cross-Regional or Multi-MSoc Collaboration (involving two or more regions or societies)
- Utilisation of Official UKEC Templates and Tools (e.g., budget planner, invoice, tracker)
- Support for UKEC Treasury Initiatives (e.g., use of Financial Literacy tools, MSoc Finance Playbook)
- Organisation of Inclusive, Holistic, and/or Innovative Events (aligned with UKEC values and Constitution Article 3)
- Demonstration of Exemplary Financial Management (accurate budgeting, transparent reporting, timely submission)

Note: This section is optional but highly encouraged to promote good governance, collaboration, and best practices among MSocs.

DOCUMENTS	COMPLETE (Insert GDrive Link Here)
Event Proposal	
Latest Financial Statements of Malaysian Society (from the Bank or Student Union)	
Event Income and Expenditure Budget	
Other documents e.g:- 1. Document A 2. Document B	

Accompanying Documents Checklist



Signature of Applicant: _____

Date: _____

FOR TREASURY OFFICE USE:

Application Status (Accepted/Declined)	
Amount Approved (<i>if accepted</i>)	
Signature	
Name and Position	
Date	