**REGIONAL OUTREACH FUND - SPOT BID**

**APPLICATION FORM**

**The Regional Outreach Fund provides financial assistance to branches to arrange membership participation and attendance at national regional and local events; for example helping to fund transport, including the cost of hiring a coach**

**Event and date of event for which funding sought:**

**Please complete the following questions:**

1. **Branch name, officer contact name, phone number and email address:**
2. **Amount requested (inclusive of VAT - £500 max):**
3. **Activity that the bid will support – please give as much information as possible, particularly if funding is towards the cost of hiring a coach, to enable information to be placed on the South East Website. Branches MUST provide receipts for any claim, including for train fares or coaches hired, before reimbursement of agreed costs can be arranged.**
4. **Branch Payment Details:**

**Bank and Account name:**

**Bank sort code:**

**Account number:**

**Please return this form to Steve Brazier** **s.brazier@unison.co.uk** **and Caroline Butler** **caroline.butler@unison.co.uk** **no later than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**