D 20xx-xx-xx

R Student Association

P Name Surname

# Request to the FR pot

Dear FR

Write an introduction, answering at least these questions:

* Who is organizing (which associations and how many)?
* Who is benefitting (number of persons)?
* When will the project/event take place (Preparation, Execution, Recapitulation, Finalization)?
* Why is the project worth supporting?
* Why can’t it be financed through the associations themselves?
* Further financial support: Note all parties from which financial support has been requested. (departments, further ETH offices, companies, committees, associations, foundations etc.) and the current state of those requests

## Budget

|  |  |  |  |
| --- | --- | --- | --- |
| **Revenue** | | **Expenses** | |
| **Amount [CHF]** | **Explanation** | **Amount [CHF]** | **Explanation** |
| 1000 | e.g. Sponsoring ETH (do NOT list the funding being requested from VSETH here) | 2000 | e.g. Drinks |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 1000 | Total Revenue | 2000 | Total Expenses |
|  |  |  |  |
|  | **Result** | -1000 |  |

## Summation

We request the following amounts:

|  |  |
| --- | --- |
| **As a flat amount:** | 0 |
| **As a deficit guarantee:** | 1000 |

On Behalf of XY

Name Surname