

The Student Publication Fund is allocated on an ad hoc basis to recognised student societies and organisation to subsidise the costs of single issue publications.

**Student Publication Fund**

**Application Form**

This form should be returned to:

Lindie Gayiza

Office: 5.04, Level 5, Steve Biko Students’ Union

Tel: 021 650 5047, E-mail: [lindie.gayiza@uct.ac.za](mailto:lindie.gayiza@uct.ac.za)

**This form should be returned 1 Month prior to the date of the publications release.**

**Purpose of the Fund:**

1. The object of the Student Publication Fund is to subsidise the cost of production of single issue publications produced by recognised societies and organisations of the University of Cape Town. This fund will not be allocated to the production of pamphlets, notices, newsletters or reports of a society.
2. The primary purpose of the Student Publication Fund is to enrich the UCT community. Publications should have broad appeal and clear social, cultural or academic benefit for the students of UCT.

**Provisions of the Fund:**

1. The fund has been allocated to support the production of journals, magazines or newspapers.
2. The fund will not cover the full cost of production publication.
3. Funds are allocated by the Student Societies and Organisations Committee and allocations will be based on criteria set by the committee annually.
4. The publication and editorial committee will be subject to the rules and policies of the University of Cape Town.
5. The editorial committee shall be required to lodge 15 copies of the publication with the Coordinator: Societies and Dayhouse for the purpose of dissemination and record keeping.

**Editor Details**

Name of Editor:

Student Number:

Contact Number: E-mail Address:

**Society or Organisation Details**

Society or Student Organisation:

Chairperson Name:

Student Number:

Contact Number: E-mail Address:

**Publication Details**

Publication Name:

Publication Type:

Journal: Magazine: Newspaper: Other:

Number of Copies to be published: Date of Distribution:

Proposed Publisher:

Publication Cost: R

Advertising Revenue Sought: R

Advertising Revenue Received: R

Sponsorship Revenue Sought: R

Sponsorship Revenue received: R

Grant Requested: R

I, certify that all figures, information and documentation are accurate.

I understand that funding is granted specifically for the publication of the above mentioned publication and that the publication is subject to the rules and policies of the University.

Editor Signature: Date:

**Check List of Necessary Accompanying Documentation**

1. Letter of Motivation by the Editor.
2. Letter of Support from the student society or organisation.
3. List of Editorial Committee Members with e-mail, contact number and student number.
4. Quotes for publication.
5. Promissory notes for advertising and sponsorship.
6. Final Draft of the proposed publication

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**Notes regarding fund allocation:**

1. Publications will not be approved that do not meet the provisions of the fund, though the committee shall use this as a means of censorship.
2. The Publication must bear the details of the society or organisation that publishes it.
3. Should the publication include news there should be no wilful departure from the facts through distortion or significant omission.

**For Office Use Only**

Date Received:

Considered by SSOC:

Grant Allocated: