

# GRANT

# FUNDING

# APPLICATION

GUIDANCE DOCUMENT

## Hello society committees!

In this guide you will learn more about how grant funding is allocated, how to use it, and what can make or break your grant funding application.

There are 2 opportunities throughout the year for societies to apply for financial support, i.e. Grant Funding. This happens over the summer for funds to be allocated for term 1, and then again over the winter break for funds allocated for term 2 & 3.

## How does it work?

Grant funding is an opportunity to pitch an idea to us in order to gain some extra financial support for your society. It isn't money used for the same things you would use your society account for, it is intended for something **special**, one-off, or for reusable items which could really benefit your group.

- Every society is able to apply for up to £1000
- It must link to the aims & objectives you outlined in your society constitution
- A full cost breakdown with evidence is required in order to support and justify the amount of money you are requesting this must be mathematically correct
- Funding may be fully or partially awarded, or outright declined

## Grant Funding Guidelines

Please read the full list below for all of our guidelines in detail:

- Your requests must be demonstrated as being directly **related to your society's aims and objectives** in some way. They must accurately represent the things your society was set up to achieve
- We won't fund **generic activities** which could easily be funded through your society account, or which are best ticketed to members. Including, but not limited to, activities like paint balling, or bowling.
- Similarly, items related to a sport that your society does not directly represent will not be funded (e.g. Crossfit society applying for funds for CrossFit activity is acceptable, but intramural football will be declined)
- **Food** has always previously been a prohibited request, however if you can justifiably request funding for food or a food-based event on the basis of its **cultural significance** to your group, we may be able to support this. However, these decisions will still be made on a case-by-case basis.
- Purchase requests must **be sustainable**. We will not fund wasteful or evidently non-sustainable requests, for example commonly disposable plastic items.
- Grant funding is allocated twice in a year. In each round, grant funding is only to be used **within that term**. For example, funding gained for term 1 must be used for events/activities/purchases within that term. All funding will be erased after the last day of term and become inaccessible.
- All societies are able to apply, however groups with over £3000 may be a lower priority depending on the application and whether it can be funded from their main society account

- You must make your application clear, detailed and informed. We will need a full breakdown of the costs, justification for quantities, and links to the products/activities where possible. If possible, providing quotes would also boost your application. **The more detailed, the better.**
- If an application has requested more than £1000 we will stop reading and considering the application once this limit is exceeded
- We will not accept any **late applications** for grant funding. Applications must be submitted by the deadline given to you. This is a no exceptions policy.

## Prohibited requests:

We are unable to fund any of the following requests:

- Alcohol
- Personal items such as committee merchandise
- Charitable donations - this is due to our regulations as a charitable organisation ourselves
- Boat balls

## How is funding decided?

A panel made up of the Opportunities Manager, Opportunities Coordinator, VP Opportunities and up to 3 others who have no relationship with societies. We will go through every application one-by-one and award based on quality of application. If we have over-allocated funds after going through them all, we will then go back through and look at things case-by-case.

When it comes to allocation, each group can request **up to £1000**. However, we do not have the funds to fulfil every request completely. This means that there may be circumstances where we partially fund requests.

**We will not accept any appeals which are made in relation to the above rules.**