**Society Grant Application Form**

To fill in this form, please refer to the **Societies Grant Application Guide.** This can be downloaded from the [Committee Resources page](https://www.arts-su.com/yourcommunities/committeeresources/) on the SU website.

* Grant Applications that do not follow the application guide will not be approved.
* Any unspent funding by the end of the academic year or the expiry date of your grant will be returned to the SU. Please don’t apply for more than you need.
* The panel will meet every second Wednesday of the month. Make sure you have submitted your application the week before this to ensure it is considered in that round of applications.
* **You must include a completed Excel Grant Budget with this submission.** This can be downloaded from the Committee Resources Page.

Once completed, please submit this document to societies@su.arts.ac.uk

 We also accept applications in the following formats:

* Video
* Presentation
* Audio
* Multimedia

If submitting your request in a different format, please try and cover the information in the below form in your application.

**Activity Details**

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| --- | --- |
| **Society Name:** |  |
| **Event/Activity Name/s:** |  |
| **Proposed Date/s** |  |
| **Time/s** |  |
| **Location/s** |  |
| **Expected number of participants:** |  |
| **Is this a one-off activity or part of your society’s regular activities?** |  |
| **Description of activity:** |  |
| **Duration of activity:** |  |
| **How does your event link to your society aims/objectives:***It is very important that all funds are in line with the aims of your society. You can find these in your constitution in your Development Pack submitted at the start of the academic year or, if you are a new society, you New Society Booklet. (These could be e.g. enhancing skills, increasing student opportunities, spreading awareness).* |  |
| **How will this activity engage/benefit your members?**  |  |
| **Are you collaborating with another Club/Society/University or External Partner? If so, please provide details.** |  |
| **Have you run activity/s like this before? If so please provide details** |  |
| **Is this activity associated with a Liberation date?** |  |
| **How will you make efforts for the event to be inclusive and accessible?**We have an additional grant available that you can access to make your events accessible. Please indicate if this is something you would like to access. |  |
| **Will these activities be covered by your annual risk assessment or are there additional risks?** |  |

**Budget Summary**

**Please complete this using your Grant Application Budget (Excel). The template for this can be downloaded from the Committee Resources Page. Please:**

* Be detailed and specific, outline exactly what you want.
* Use one line per spending and add as many lines as you need.
* If you have run an activity like this before you can include evidence of previous spending to approximate costs.
* Link it to your aims and objectives – demonstrate how this money will help you meet your targets for the year
* Include links/your research into your costings – show that you’ve done everything you can to get the best deal possible

|  |
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| **Budget Summary***This should be a short summary of your excel budget form*  |
| **What is the total expected expenditure for your activity?** |  |
| **What is your society's current balance? Will you be using any of your current society balance?** If so, how much? If not, why? |  |
| **Are you selling tickets for your activity?** If so please give details of minimum and maximum sales |  |
| **How much in total are you requesting from the SU?** |  |

 **Additional Information**

**Is there anything else you’d like to add to support your grant request? I.e survey results, presentation, video etc**

 *Thank you for your submission. A member of the Communities team will respond to your grant request as soon as possible. Good luck!*