**Societies Grant Information Guide**

Each year Arts SU receives a block grant from the University to support student activities and a proportion of this is made available to societies through an application process. The purpose of the funding is to support societies to run activities, projects, events, or initiatives to further their aims and objectives. You can submit a grant request for either:

* **Your society’s regular activities** e.g. a series of workshops, meet ups, classes, tutor fees etc
* **One off activities** e.g. an exhibition, a one off workshop, a fashion show etc

Funding is never guaranteed and may be limited by the nature of the activity/request, the amount of funds available to the Students’ Union, the time of year, or by other funding requests by the same society.

**Eligibility**

* Society must have a minimum committee of a President and Treasurer.
* Society must fill in a Society Grant Request form **and** a Grant Budget Template
* Your activity must fit within your society’s aims/objectives
* Your activity must benefit as many society members as possible
* Funding will only be available for societies with at least 10 members. (with potential except at the beginning of the year)
* Only the President or Treasurer of the society can apply – other committee members can help research and work on it but it must be submitted by a President or Treasurer.
* To ensure that the fund goes to those who need it the most, societies with over £1,000 will not be eligible for grant funding, unless in exceptional circumstances.
* Training - At least the President and Treasurer needs to complete committee training to receive funding

**How much money can we bid for?**

* You can apply for up to £1000 at a time/per term, but you must provide details of what you plan to spend the money on.
* On special circumstances we may consider a grant of over £1000 but you must provide justification for why it is required.
* If you are applying for a grant for regular activities, you can base your application on previous spending for workshops etc.

**When should we bid for money?**

* For regular activity requests try to submit applications as early as possible.
* The panel will meet the second Wednesday of every month to discuss applications. Make sure that your submission has been sent to societies@su.arts.ac.uk the week before the panel meets to ensure it is considered in that round of applications. Late applications will be discussed the following month.
* **Please ensure that you allow for this time during the planning and preparation of an event/activity which may require funding.**
* Proposals for larger grants/activities should be submitted to the panel at least one month in advance of the event.
* You can apply for grants as far in advance as you would like. E.g. you can submit an application for a series of activities in Term 2 in Term 1.
* If there are a large volume of application, we may consider including an additional panel. This is however at the discretion of the panel and should not be assumed.

**I have access needs, do we have to submit using the form?**

* We understand that everyone’s preferred method of communication is not written format.
* We are therefore happy to accept applications in the following formats:
	+ Video
	+ Presentation
	+ Audio
	+ Multimedia
* Please try to include all information in the application form in your submission
* If you have any additional access requirements to filling in the submission we are happy to accommodate for you. Please reach out to the societies development coordinator (Societies@su.arts.ac.uk ) to discuss how we can support you.

**How long do we have to spend the money?**

* If you do not use the money by a certain date, this will be returned to the SU so that other societies can bid for it.
* This date will be set in your grant approval and will be based on the proposed date of your activities
* You must keep the SU informed if you need an extension on your grant or you will not being using your grant money. This is so it can be reallocated to other societies.
* All grant funding across the Students’ Union needs to be spent by the final day of the academic year.

**What activities may be funded?**

 The Society grant is used for activities which will benefit societies and their members as widely as possible over a significant period of time.

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| **What can be funded**   | **What can't be funded**   |
| Events: E.g. venue hire, tech hire, security  | Alcohol – this should be funded by ticket prices |
| Travel: Such as coach hire, travel expenses outside of London Zones 1-6  | Committee and Member Merchandise e.g. hoodies |
| Food and drink that is a core part to your society and it links to your core objectives (e.g. Baking Society wanting ingredients for a special event).Cultural Food: food that cannot be easily sourced from a local supermarket  | Anything you have already bought/paid for  |
| Equipment: New or replacement equipment essential for society activity, hiring essential equipment  | Charity/Fundraising Events (this is known as ultravires)  |
| Training and development: Developmental opportunities for your members  | Affiliation Fees or Donations to a charity or political body (also ultra-vires)  |
| Education: Opportunities/Resources for your members to deepen their learning either academically or in your society’s interest area  | Refreshments should not form more than 20% of grant application.Other refreshments should be covered by ticket prices |
| Entries and affiliations: Competition entries, insurance, membership to national organisations (that are not political or a charity).  | Gifts for committees or external speakers  |
| Regular activities/events  |  |
| Guest Speaker Fees when they fit within society’s interest area |  |

**Who will make a decision?**

* All applications will be reviewed by the Societies Development Coordinator, Community Development Officer and the Events and Involvement Coordinator and funding allocated.
* They will look at the quality of your application when they make their decision.
* If it is not clear what you’ll be using the funding for, you are unlikely to get funding.
* All grants over £1000 will also need to be approved by the Communities Development Manager

**Receiving the decision and funds**

* Once the panel have made their decisions, a ‘Notice of Grant Decision’ will be sent out to all members of the committee outlining if their bid has been successful or not.
* We will aim to send this to you within 2 working days of the panel meeting.
* The money will be transferred into your society’s account ready for you to use via an invoice or payment request form. If unsuccessful, you will be provided with information on why.
* If your application was unsuccessful, you can always resubmit an application in a later round, taking into consideration the comments that were provided to you.
* Funding can only be spent on what it was awarded for.
* Any money unspent by the set deadline will be recalled and allocated back to further funding rounds. For example, if you successfully applied for £300 but only ended up using £200, then the rest of the £100 will be put back into the total society funding pot and available for other societies to bid.
* You may find that panel decides on only subsiding costs for things rather than fully covering it. E.g.
	+ A society may request £200 to pay for 20 tickets to an external event.
	+ If the panel does not have £200 to give, they may only give them £100 and then that society would either need to cover the remaining £100 with their own funds or ask their members to contribute some money to these tickets.
	+ Therefore, it is important that you’ve modelled different scenarios of how you plan to spend things, with and without the fund.

**Appeals**

 If you feel that the reason why your application was rejected is unjustified, or if you received less that you asked for without sufficient reason, you are eligible to make an appeal. Email societies@su.arts.ac.uk with your reasons on why you think it was an unfair decision, and the appeal will be sent to the Communities Development Manager. If your grant was for above £1000 and therefore already reviewed by the Communities Development Manager, your appeal will be reviewed by a member of the Senior Leadership Team at the SU.

They will then make a judgement on whether a fair judgement was made. You cannot use appeals to submit further information that was not on your initial application.

**Main Reasons Applications are Rejected**

* It was a late application
* You did not submit your application with enough notice before the event.
* You have not submitted it with a Grant Application Budget Form.
* Could not see how it fit in with your society’s aims & objectives
* Felt like it was only benefitting a small proportion of your members – the fund should be to boost the experience of all your members.
* It was not sustainable (e.g. asked for printed flyers to promote only one event)
* Lacked information/too vague/not a lot of research was done when submitting the application: whilst you can have some flexibility in dates, you need to show that you’ve done your research and know what this project/event will look like.
* The society wanted to use it for a charity event: this fund cannot cover anything that is not for the purpose of the society
* The society is applying for more money than the panel has available

If you have any other questions, either now or after you’ve submitted your application, you can contact us on societies@su.arts.ac.uk. Please note that it may take us a few days to get back to you.