

Filling out your grant form: A step-by-step guide

The purpose of the grants is to provide some financial support to Union-affiliated societies looking to run activities and events to benefit their members. When considering applications, the committee considers how active and engaged with the SU the society has been and the impact that the purchases will have on the society's members.

The Grants funding is split into 8 categories. These categories and an example of what can be applied for in each section can be seen below:

- Affiliation/league fees – e.g. entry fee for competitions, cost of affiliation with professional bodies.
- Referees/coaches/guest speakers– e.g. Expenses associated with bringing in external instructors or guest speakers.
- Health and safety – e.g., Covering the cost of a first aid kit. Essential safety equipment required by your group – safety mats/tape etc.
- Equipment – e.g. chess boards for the chess society or props for a medieval reenactment group.
- Advertisement – e.g. costs for printing posters at the SU or costs for a pull up banner for the club.
- Refreshments – e.g. costs for putting on light refreshments at a social or providing refreshments at a speaker event.
- Travel – e.g. costs to help subsidise a trip off campus or costs for fuel to take students on a trip somewhere.
- Other – This section is for all other costs not covered in any other category. For example, the cost of decorations for an event.

Step 1: Big Decisions

Try to think about what activities or materials would most benefit you and your members. Do you need funding to get you to a trip? Money to buy new equipment for your meetings? Refreshments for a guest speaker talk? Be creative!

Step 2: Filling out your form

Download your grant form via the SU website and start to complete it – you can do this as a group if you want to! Fill out each section in relation to what you are asking for i.e., if you are asking for money for posters to promote yourselves at Welcome Week, you would put that cost under advertisement. You can fill out as many sections as are relevant to the things you are requesting.

Try to be as specific as possible, include links to items you would like to purchase and events you are planning on attending. The more information you can give in your grant application, the more likely the grant committee are to meet your request.

Example 1:

Advertisement	We want more money to promote ourselves	£20
---------------	---	-----

Example 2:

Advertisement	<p>We are requesting funding for 50 single sided, silk business cards with our society logo and contact information on it.</p> <p>https://www.instantprint.co.uk/business-cards/premium?&paper-type=450gsm-silk&print-type=single-sided&additional-finishing=none&lamination=no-lamination&spotuv=none&turnaround=standard&quantity=50</p> <p>By having these business cards the society will be able to:</p> <ul style="list-style-type: none"> - Easily and effectively promote ourselves to students, instead of putting up big posters or handing out flyers we can instead give out easy to keep, pocket sized business cards that students can keep and refer to if they are interested. - It will also be useful to have if we wish to collaborate with other societies, we may not be able to carry round posters, but we will be able to keep business cards with us to give to other society committee members. 	£17.16
---------------	--	--------

As you can see, example 2 has a lot more detailed information, including links to the product and reasons why the funding would improve their members' society experience. In each section of the grant, try to include:

- A full description of what you'd like to purchase
- A link to what you'd like to purchase (if applicable)
- Reasons why the purchase would benefit your club or society's members.

Step 3: Submitting your form

Make sure you email your form to your coordinator!

Please note that if your request is for a large amount of money, there may be a delayed response confirming your grant allocation as additional funding can be sought out from the university on a case-by-case basis, this is however not guaranteed.

If you require any assistance when filling in your form, please do not hesitate to contact your coordinator as soon as possible.