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

Grants funding is a ring-fenced fund available for Union-affiliated societies. The funding is separated by campus into two pots which are then split into a Sports Societies Grant fund and a Societies Grant fund for each campus.

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**

Once you’ve received the news, via your societies newsletter, that the grant round is open for applications, the first step will be to get together with your committee. Organise a meeting in which you can discuss your plans for the year and what resources you might need in order to achieve them.

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 transport to a conference, you would need to fill out the travel section. You can fill out as many section 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:

|  |  |  |
| --- | --- | --- |
| Equipment | We want more money for some class equipment | £3,000 |

Example 2:

|  |  |  |
| --- | --- | --- |
| Equipment | We are requesting funding for 4 X-Stage Lite 45Mm Chrome poles and shipping. These are free standing poles and will not require fixtures to floors or ceilings.   x-pole.co.uk/component/virtuemart/x-stages-and-accessories/x-stages/x-stage-lite-45mm-chrome-detail.html?Itemid=115  Having these poles would highly benefit Anglia Pole Flex as:  - We will be able to host our own events without having to rely on Cambridge University Pole Society. This will give our society independence and make holding/hosting events simpler and keep the focus on ARU students and their achievements.  - We need these poles in order to participate with other societies and with campus wide events. We have already missed out on opportunities this semester as we are unable to perform on campus.  - Being able to host showcases is a great way to promote our society and gives our members a great sense of achievement. Member feedback at the end of last end semester’s performances showed how gratifying it is to be able to show skills to friends and family members. | £2,495.75 |

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 before the deadline! Any applications received after the deadline (without prior arrangements with your coordinator) it will not be considered.

If you are worried about not meeting the deadline or require any assistance when filling in your form, please do not hesitate to contact your coordinator as soon as possible.

**Other Information you need to know:**

1. **Once funds are awarded for a category, the funds cannot be spent on anything outside of that category.** For example, if you are granted a request for £100 for guest speakers for your society, you cannot use that money to pay for refreshments instead. **If you are not sure what category your request falls under, use the category titled ‘Other’.**
2. Grants must be spent by the given deadline, or they will go back into the grants pot for the next round of allocations.