

## **APPENDIX (B) – STUDENT GROUP (SOCIETY) GRANT ALLOCATIONS**

1. Each year, societies have the opportunity to apply for grant funding from the Guild to help them fulfill their aims as a society.
2. The 'Activities Committee' as defined in the Bye-laws will review all applications and award grants based upon the set criteria
3. Staff support is provided during the grant process
4. During the allocations process, if there is a large amount of applications, members of the committee may be divided into small groups (with staff members supporting) to review applications.
5. Applications received are 'grouped by category' so similarities between groups can be identified and to ensure consistency.
6. The review of applications for each category can take place in more than one session. When this occurs, the committee must also ensure the same members are present at all review sessions to ensure consistency.

### **GRANT FUNDING AVAILABLE**

7. The amount of funds the Activities Committee can allocate is agreed during the annual Guild budget process, as part of the overall organisational budget, and notified to the committee at the start of the allocation process.
8. Activities Committee will split the funds between two types of grant available:

**Student Group Grant** – Allocated three times per year to support with eligible costs. Societies provide a brief overview of their activities plan and budget. 95% of the total budget is allocated to Student Group Grant. The Student Group Grant will also cover a £60 Start-Up Grant awarded to new groups upon recognition by Activities Committee.

- **Emergency Grant** – This funding is available for application during the year for unexpected activities/costs which could not have been foreseen or applied for through Student Group Grant. 5% of the total budget is allocated to the Emergency Grants Fund.

### **UNSPENT GRANTS**

9. When a 'Student Group Grant' is awarded, there may be specific deadlines set to spend the grant. . If grants are not spent within the set deadlines, the grant is reclaimed by the Guild and allocated back to the Student Group Grant fund for application by other student groups. This is to ensure the funding available is maximized to benefit of all student groups
10. Dates for the reclaiming of unspent grants must be clearly communicated to societies to promote groups to spend the funding available
11. All grant funding should be spent and processed prior to 31<sup>st</sup> July each year. Unspent grants at year-end also need to be reclaimed and cannot be rolled forward to the following academic (and financial) year.

## APPLICATION INFORMATION REQUIRED AND CRITERIA FOR DECISIONS

12. The 'Society Grant Application Form' requests the following information and grant awards are based upon the following considerations:

Information	Grant Allocations Committee considerations:
Society Name	Confirm recognised society
Amount £ Requested	Review in context of other applications.
Number of Society Members	How many students will benefit from the grant?
Society Membership Fee	How much do members pay for the services offered by society?
Society Aims	How will the money requested help fulfill society aims? Has the society provided an accurate description of its activities?
Nature of activity/request for funding	How accessible is it to students/members? Consideration of value for money?
For each request, the amount of money allocated from group membership & other income (e.g. sponsorship/fundraising) that will contribute towards the activity/purchase	Further evidence of good financial planning & recognition that non-guild funding is also required. Are the projections sensible and feasible?
Current Funds Available	Account balance – Does the group already have sufficient funds in place to fulfill this cost?

13. The consideration criteria apply to both Student Group Grant and Emergency Grant.

### COSTS ELIGIBLE FOR FUNDING

14. Generally, types of costs that the Guild will fund through the grant process are as follows:

- Publicity (details provided)
- Travel for guest speakers
- Transport (and fuel)
- Minibus driver training
- Equipment (including stationary and maintenance costs)
- Affiliations to national bodies
- For 20/21 academic year – Costs related to COVID restrictions/losses

### EXAMPLES OF INELIGIBLE COSTS

15. The Guild cannot fund the following items:

- Expenses only of benefit to the committee
- Campaigning that would contravene Charity Law
- Unspecified activity
- Careless or intentional damage to vehicles & equipment
- Training (where in-house alternative provided)
- Activities not associated with the aims and objectives of the society
- Direct expenditure for the benefit of non-members

16. Societies cannot request emergency grant funding for items already rejected during the Student Group grant process, unless otherwise stated in feedback provided during the process.