

TIPS FOR A SUCCESSFUL GRANT APPLICATION

The societies' grant pot is £10,000 and is available to any official Union society with a **minimum of 20 members**.

You can apply for a grant of any amount, however, bear in mind that there is only £10,000 available for **all** societies. This means that if you are applying for a big chunk of the money, you are going to have to offer more detailed reasoning behind your application. You must also consider if your society will contribute towards the costs of your expenditure from your subs. That said, be ambitious!

The worst that can happen is that your application is rejected, but you can **reapply for grants as many times as you want**. Often large grant applications may be given a portion of the money they were requesting, instead of the full amount, or the subcommittee may ask for more evidence before they award it. In the past, grants of up to £1,000 have been awarded to societies and there is no official cap to how much one society can be awarded.

Guidelines

- Read the application form properly and ensure you **fill in every section**. If there's something you feel you can't answer, explain why or ask for help from one of the Societies Exec reps or a member of the Opportunities team.
- You must have a good grip on your finances. Throughout the year, you should be keeping your own records of how much is going in and out of your accounts as well as having created a budget for the year.
 - If you have over £400 in your accounts, **you must provide us with a budget** (you can either use the template at the bottom of the grant application form or use your own). We need this to prove that you have planned your yearly events and activities considering your finances. This is also to justify why your own finances cannot fund the event/activity. We don't expect it to be massively detailed, however, if you have £1,000 in your subs account and you're applying for £200 of grant money, you have to justify why you can't use the money you already have.

When planning your event/activity and applying for a grant, it is important to consider the following:

- The long term impact of your funding
- The effect your funding will have for the "wider membership" (by this we mean all students on campus)
- The necessity of the funding for the running of your society.

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Finally, remember that the Societies Exec and the Student Opportunities team are here to help you with your application, so if you ever find yourself stuck, you can come and see us in the office or contact your rep for assistance. Good luck!

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