

Your Societies Grant Funding

...everything you need to know about accessing grant funding.

This guidance covers the 14th January to 5th April 2019.

Grant Funding is available to support Your Societies with core activities and society development. Before you apply here is everything you need to know:

- How to apply and how it works.
- Who can apply?
- What can be funded?
- What can't be funded?
- General guidance.
- Funding conditions.

How to apply and how it works

Eligible* societies can apply any time from 14th January until the 5th April 2019 (Term 2) by filling in the application form. *see 'Who can apply' to check if your society is eligible.

All completed forms will be reviewed by the Activities and Opportunities Team to ensure they meet the funding criteria:

They do!	These applications will be passed over to the Funding Panel for a decision.
They don't	These applications will be returned to the society with information about why they could not proceed.

The currently Funding Panel is made up of Your SU Executive Team; your Presidents of Activities, Education and Wellbeing.

Applications should be for a minimum of £50 and a maximum of £800.

If you want to apply for anything over £800.00 please contact the Activities and Opportunities Team to discuss your requirements yoursocieties@sunderland.ac.uk

A decision will be generally be made within 6 working days (this timescale relies on your Treasurer responding to any requests for information from the Funding Panel to help them to make their funding decision). Societies will be notified and funding decisions will be also be published on the Your SU website.

In the future all societies will be invited to nominate a representative to join the Funding Panel and to support the grant funding decision making process.
--

Who can apply?

- Any society that is fully registered with Your Societies and has 6 paid student members,
- The society Treasurer should make the application.

What can be funded?

- Core activity of the society,
- Support for events and regular social activities,
- Support for trips, travel and residential activities (though it is unlikely that these would be funded in full without a contribution from the societies' income account),
- Equipment purchases (equipment remains the property of the society),
- Publicity costs,
- Food.

What can't be funded?

- Individually owned items (such as clothing) will not be fully funded however a contribution or matched funding may be agreed,
- Prizes – unless they remain with the society for future use,
- Alcohol,
- Retrospective items – we can't pay for things you've already done,
- Donations, in any forms, to other charities,
- Anything that conflicts with the Your Sunderland Students' Union policies, procedures and Constitution.

Guidance

These are the things you need to think about when applying because this is what the Funding Panel will think about when making their decisions about what to fund:

- Applications should benefit the widest possible number of members,
- Application should reflect value for money,
- Societies should not rely on grant funding alone but should consider how to generate income,
- Applications may be part funded and may be agreed as a matched funding arrangement where the society must fundraise a stated amount,
- Your Societies may apply for funding more than once per year however it is likely that they will be required to spend previous grant funding before another application is agreed,
- Funded activities will require appropriate risk assessments to keep participants safe –where a society is purchasing a service or activity from an external organisation checks will be made relating to their public liability insurance and internal risk management procedures.

Funding Conditions

Your application was successful – what now?

- Grant funding should be spent as stated in the funding agreement that you will receive from the Activities and Opportunities Team,
- Grant funding should only be spent on the items/activities stated in the funding agreement – if any society wish to change an agreed spend they should first contact yoursocieties@sunderland.ac.uk,
- If a society spends less than agreed and has remaining unallocated funding they should contact Your Societies to discuss this before spending it,
- Your Societies allocated grant funding should agree to participate in reasonable monitoring and evaluation activities as requested by the Activities and Opportunities Team.

If you have any questions or comments please contact the Activities and Opportunities Team at yoursocieties@sunderland.ac.uk and look out for the dates of the Your Societies drop in sessions.

Please note: Your Societies processes have been developed to be safe, legal and easy to follow but sometimes things happen that fall outside of standard procedure. Please contact the Activities and Opportunities Team for support and guidance when this occurs. We are here to help.