

Beds SU Societies Grant Application Guide 2021/22

Purpose

The aim of society grants is to assist all Beds SU affiliated societies in supporting and developing their membership and reaching their aims and objectives. Each year, Beds SU will allocate funds for the grants and will give all groups the chance to apply for a portion of that amount.

Grants are available to ANY society, no matter how much money they have in their accounts or how long they have been running.

The total allocation for grants in the academic year 2021/22 is £5,500

This year, there are 3 types of grants available to societies, based upon the amount required:

Total Grant Funding - £5,500			
Grant Type	Amount	Quantity Available	Total Funds available
Low	£1 - £50	20	£1,000
Medium	£51 - £250	10	£2,500
High	£251 - £1,000	2	£2,000

Process

Grants will be given out on a monthly basis after applications are reviewed.

Society committee member puts an application in online



Applications are reviewed by the Be Involved Team



The committee member will be notified as to whether they will receive 100% of the grant, part of the grant or none of the grant and any conditions of use.



If you receive a grant, it will be transferred directly into your societies restricted account.

Grants will be given out until the end of the academic year or until the pot of money runs out, whichever comes first.

Application Process

- Societies wishing to apply for a grant must submit a grant application form. This can be found at <https://www.bedssu.co.uk/societyforms>
- A grant application can only be submitted by a trained committee member

What can you apply for?

- Societies can apply for **up to 100%** of a grant per application, towards the full cost or a smaller contribution towards a cost.
- Societies can only apply for one grant per month.
- Each application should be for a specific item/event
- Applications can be for items, events or anything else that helps you work towards your societies aims and objectives
- All items purchased using grant funding shall remain the property of the society. Consumable goods are the only exception to this rule (check with us first if you are unsure about a purchase you want to make). Beds SU can store your society items on a first-come, first served basis when not in use.
- Your grant cannot be for:
 - Retrospective purchases, events or activities
 - Refundable deposits (please see details of our loans)
 - Alcohol
 - Prizes (unless they remain in the society for future use e.g. trophies)
 - Personalised/named items
 - Direct charitable donations

What is required in your application?

- General details (Your name; Society; What your application is for)
- You to score your application against the criteria below:
- An explanation for each score
- A breakdown of cost
 - This should include accurate quotes of how much things will cost and where they can be brought
 - If it is for an event, please include the complete event breakdown
 - This should include accurate quotes of how much things will cost and where they can be brought (including projected income e.g. from ticket sales) with an indication of what elements you want the grant to cover

Category					
Score	1	2	3	4	5
Long Term Impact	Funding enhances members experience on 1 occasion	Funding enhances members experience on 2 occasions	Funding enhances members experience for 1 whole semester	Funding enhances members experience for a full academic year	Annual budget will generate a surplus or leave reserves for following year
Funding Affects Wider Membership	Funding only enhances society committee members experience	Funding enhances less than 50% of membership experience	Funding enhances 50% + of membership experience	Funding enhances experience of students outside of group	Funding used to connect with hard to reach student population (e.g. Post-Grads, Mature etc)
Necessity of Funding	If funding not received, it will not effect the society essential activities in any way	If funding not received, group must change their activities	If funding not received, group will be unable to deliver some aims within their constitution	If funding not received, group will be unable to deliver most of their aims on their constitution	If funding not received, group unable to deliver any aims on their constitution
Amount of Funding Requested	Society is requesting 100% of the total grant amount		Society is contributing 25% of the total grant amount	Society is contributing 50% of the total grant amount	Society is contributing 75% of the total grant amount
Bonus (+3)	The grant will involve the use of a Beds SU Venue				
	The grant is for an event where you are partnering with another society				
	The grant is for a charity fundraising event				
	The grant will be in support of a Beds SU Campaign (Black History Month, LGBTQ+ Month, Go Green Week, Fairtrade Fortnight etc.)				

How we review your applications

- Any grant application submitted up to or on the last working day of the month will be reviewed the following Friday by the Be Involved Team (or the nearest available alternative date).
- The team will score you against each criteria from 1 to 5 as above and you will also receive 3 bonus points if you reach one of the bonus areas.
- Societies will then be awarded grants in order of points scored.
- We will notify you of how much you received, our reasons for this and any conditions we have on the grant within 5 working days of the decision being made (our target dates are given below).
- Grants will be given out until all the grant money has been used- **So please make a contingency plan because funding is not guaranteed**

How do you spend the money?

Once your grant has been approved for items you will be purchasing, you will need to complete the SERF (Student Expenses Request Form) and attach all receipts with your submission to claim back costs from your grant allocation

Happy Spending!

Appendix 1- Grant deadlines and propose review dates

Grant applications received on or before the:	Beds SU plan to review them on:	You will hear the outcome no later than:
30 th September	1 st October	8 th October
29 th October	5 th November	12 th November
30 th November	3 rd December	10 th December
Throughout December, up to 7 th January	7 th January	14 th January
31 st January	4 th February	11 th February
28 th February	4 th March	11 th March
31 st March	1 st April	8 th April
29 th April	6 th May	13 th May
31 st May	3 rd June	10 th June
30 th June	1 st July	8 th July