GRANT FUNDING APPLICATION

GUIDANCE DOCUMENT

In this guide you will learn more about how grant funding is allocated, how to use it, and what can make or break your grant funding application.

There are 2 opportunities throughout the year for societies to apply for financial support, i.e. Grant Funding. This happens over the summer for funds to be allocated for term 1, and then again over the winter break for funds allocated for term 2 & 3.

How does it work?

Grant funding is an opportunity to pitch an idea to us in order to gain additional financial support for your society. It is not intended to fund the same activities or purchases that would normally be covered by your society account. Instead, it should be used for something special, innovative, one-off, or for reusable items that could have a lasting benefit for your group.

We want to see applications that are ambitious, exciting, and impactful. The strongest applications are those that demonstrate creativity, offer something new to members, and create opportunities that would not otherwise be possible through a society's standard budget. Think big, make a compelling case, and show us why your idea deserves funding.

- Every society is able to apply for up to £1000
- It must link to the aims & objectives you outlined in your society constitution
- A full cost breakdown with evidence is required in order to support and justify the amount of money you are requesting this must be mathematically correct
- Funding may be fully or partially awarded, or outright declined

Grant Funding Guidelines

Please read the full list below for all of our guidelines in detail:

- Your requests must be demonstrated as being **directly related to your society's aims and objectives in some way**. They must accurately represent the activities and purposes your society was established to achieve.

- We will not fund **generic activities** that could easily be funded through your society account or are better suited to being ticketed to members. This includes, but is not limited to, activities such as paintballing or bowling.

- Similarly, items related to a sport that your society does not directly represent will not be funded (e.g. a CrossFit Society applying for funds for CrossFit activities would be acceptable, but funding for intramural football/ football kits would be declined)

- **Food** has previously been a prohibited funding request. However, if you can justify a request for food or a food-based event on the basis of its **cultural significance** to your group, we may be able to support it. These decisions will still be made on a case-by-case basis.

- Purchase requests must be **sustainable**. We will not fund wasteful or evidently unsustainable requests, such as commonly disposable plastic items and party decorations.

- Grant funding is allocated twice per year. In each round, funding may only be used **within the relevant term**. For example, funding awarded for Term 1 must be used for events, activities, or purchases taking place during that term. Any remaining funding will be removed after the final day of the term and will no longer be accessible.

- All societies may apply for grant funding. However, groups with more than £3,000 in their accounts may be given **a lower priority**, depending on the application and whether the request could reasonably be funded through their main society account.

- You must ensure your application is **clear, detailed, and well-informed**. We require a **full breakdown of costs with evidence**, justification for quantities, and links to the relevant products or activities wherever possible. Providing quotations will also strengthen your application. The more detail you provide, the better.

- If an application requests more than £1,000, we will stop reviewing and considering it once this limit is exceeded.

- We will not accept any **late applications** for grant funding. Applications must be submitted by the specified deadline. This is a no-exceptions policy.

- For any overseas trips, NTSU will only fund activity that is directly related to the society's primary purpose. We will **not fund the cost of flights, accommodation**, or other travel-related expenses. Any overseas funding request must clearly demonstrate its relevance to the society's aims and objectives.

Prohibited requests:

We are unable to fund any of the following requests:

- Alcohol
- Personal items such as committee merchandise
- Charitable donations - this is due to our regulations as a charitable organisation ourselves
- Boat balls or similar style events

How is funding decided?

A panel made up of the Opportunities Manager, Opportunities Coordinator/s, VP Societies and Sport and up to 3 others who have no relationship with societies.

We will go through every application one-by-one and award based on quality of application. If we have over-allocated funds after going through them all, we will then go back through and look at things case-by-case.

When it comes to allocation, each group can request **up to £1000**. However, we do not have the funds to fulfil every request completely. This means that there may be circumstances where we partially fund requests.

We will not accept any appeals which are made in relation to the above rules.