



**SUBU Clubs and Societies Grant Request Form Guidance**

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## Types of Grants Available

There are 6 different grants available;

**General Grant-** You can apply for money to cover general costs that better the experience for your members such as trips, competition entries or external speakers for example.

**Facilities Grant-** You can apply for up to 50% of the full cost of insurance, storage, venue hire and equipment for your club or society.

**Transport Grant-** You can apply for a grant of up to £100 per term to support the cost of external vehicle hire such as a 9 seater mini bus, coaches, trains.

**Give it a Go Grant-** You can apply for money to cover the cost of organising and running a free or subsidised taster session to encourage new members to join your club/ society. This must be an organised session that demonstrates the core activity of your club/ society.

**SUBU Start Up Grant-** An £100 grant available to all clubs and societies in their first year only to aid in purchasing essential equipment, kick starting activities and running taster sessions to attract new members.

**SUBU Accessibility Grant-** You can apply for funding to cover the cost of an activity/ equipment for example that will enable your club/ society to be more open and accessible to members who may not able bodied and/or neurodiverse

**For the 2023/24 academic year the total funding available is £24,000.**

Once awarded, your requested sum of money will not be deposited into your club or personal account. Any purchases and/or payments that you would like to make from your awarded funding will be made on your behalf via SUBU. You will need to provide the associated invoices or quotations, along with a payment requisition form to the Student Opportunities Team.

**Your awarded funding must be spent within 3 months.** If you do not spend this money, it will be re-distributed in future rounds of grant awarding.

## What you can apply for

[You can access the form here](#)

SUBU clubs and societies are expected to be financially self-sustaining with income generated through membership, ticketed events, sponsorship and fundraising; **grant funding should not be relied upon to support your club or societies' regular activities.**

### **Some things to note;**

- SUBU will only grant funding for full BU members. SUBU will not award grants that will subsidise costs for associate members (such as AUB/ Alumni/ Staff members).
- SUBU also cannot award a grant retrospectively (something that has already been paid for).
- The below table includes a list of what is likely and unlikely to be awarded but is not exhaustive. Where applications clearly show the benefits to members for something that is unlikely to be awarded, consideration will be given.
- You can plan well in advance of your activities and apply for more than one grant per application.

Grant Type	What the grant is likely to be awarded for	What the grant is unlikely to be awarded for
<b>SUBU General Grant</b>	1 competition entry/ trip per club per year External Speaker(s) External conference/ event attendance Training	Socials Food & Drinks Accommodation Printing Stationery Fundraising events Kit/ Clothing Refreshments Committee only events Retrospective payments
<b>SUBU Facilities Grant</b>	Up to 50% of the full cost of... External venue hire Insurance Equipment Storage Hire Affiliation	
<b>Transport Grant</b>	Up to £100 <i>per term</i> for the cost of... Minibus Hire Car Hire Public Transport	Petrol for any journey Damages Additional Insurance (for example overseas) Accrued Fees
<b>Give it a Go Grant (Existing club/ society)</b>	Essential equipment or venue hire to demonstrate your club activity Extra teacher/ coach session External Speaker	Social Food & drinks Incentives/ giveaways Refreshments Printing Stationery Kit/ clothing Committee only events Retrospective payments
<b>SUBU Start Up Grant (Up to £100) (New club/ society)</b>	Equipment Refreshments Stationery Room/ venue hire Promotional Materials (e.g flyers/ banner)	Committee only events Food & drinks Kit / Clothing Retrospective payments
<b>SUBU Accessibility Grant</b>	Equipment Activity Insurance Kit	Personal items Marketing Retrospective payments

### Key Dates

There are 6 points in the year that you can apply for a grant. The following submission deadlines are **9am** on the following dates;

7th September 2023

11th October 2023

29th November 2023

7th February 2024

26th March 2024

7th May 2024

### **The Grant Request Process**

SUBU has lots of clubs and societies so grant funding is highly competitive with a lot of groups requesting a grant. In order to give your grant the best chance possible, please take the time to complete the [Grant Request Form](#) FULLY, giving a much detail as possible. Please continue to read below for advice on filling out the form.

After you have submitted a grant application, we may be in touch to find out more information.

The grant panel will be made up of one Student Opportunities Team Member, the VP Student Opportunities, one SUBU Student Engagement Staff Member and one or more student member of the Executive Committee where possible.

The grant panel will take the following into consideration.

- The quality of the application and its impact on equal opportunities and inclusion
- The application's contribution to the clubs overall aims
- The club/ societies' use of alternative income source
- The club/ societies' ability to manage their finances
- The club/societies' spend to date and club account balance
- Previously awarded funding

If your grant is successful and is funded or part-funded please be aware that this **money will not automatically be transferred into your club account**. You will need to bring or email the invoice(s) relevant to the grant allocation to the Student Opportunities Team at SUBU and we will make the payment on your behalf.

**Your awarded funding must be spent within 3 months.** If you do not spend this money, it will be re-distributed in future rounds of grant awarding.

### **Appeals Process**

If you are unhappy with the decision of the Awarding Committee and you would like to submit additional information in the form of an appeal, this must be made within 5 days of the Awarding Committee's decision

Please email full details of your appeal with supporting evidence to [suclubs@bournemouth.ac.uk](mailto:suclubs@bournemouth.ac.uk)

The decision of the clubs and societies Awarding Committee is final and a member will be in touch with you after your appeal submission.

## Filling in the Grant Request Form

### Section 1: About Your Group

This will provide necessary background information for us to understand the size and nature of your group along with your current financial position.

If you need to find out your current account balance, you will need to email the Student Opportunities Team at [SUClubs@bournemouth.ac.uk](mailto:SUClubs@bournemouth.ac.uk) and request this information prior to filling out the grant request form.

### Section 2: About the Grant Amount

As mentioned above, there are 6 types of grants you can apply for depending on the nature of your request;

**General Grant-** You can apply for money to cover general costs that better the experience for your members such as trips, competition entries or external speakers for example.

**Facilities Grant-** You can apply for up to 50% of the full cost of insurance, storage, venue hire and equipment for your club or society.

**Transport Grant-** You can apply for a grant of up to £100 per term to support the cost of external vehicle hire such as a 9 seater mini bus, coaches, trains.

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It is important to identify the number of students that will be directly benefitting from the grant for us to understand the positive impact that your group will be making if your application is successful. This includes highlighting the cost to your members if the grant is awarded successfully and unsuccessfully. This will help us to understand whether the grant amount is likely to fully cover the costs for students or whether it will subsidise costs for them. But remember, SUBU will only grant funding for full BU members. SUBU will not award grants that will subsidise costs for associate members (such as AUB/ Alumni/ Staff members).

Please take time and think carefully about the nature of your grant as this could be favourable for your application.

### Section 3: About the Grant Proposal

This section of the application is your chance to explain in detail about your grant request and what the money will be used for if successful. You will need to provide a **FULL BREAKDOWN OF ALL COSTS**



within your request. For example, you cannot request £100; you need to state exactly what the £100 will be spent on such as 4 helmets at £25 each. Please provide any links to items you'd like to purchase or quotes you may have received.

Please include details in this section of any costs that are being covered by other methods of income such as sponsorship/ membership fees/ fundraising. This will help to show us that your group is self-sustaining and generating other means of income without relying solely on grants.

#### Section 4: Group Signatures

Please provide the names of two authorised signatories from your committee who have been involved in the writing of the grant application- one of which must be the Treasurer. Include the signatories full name and position on the committee.

For further support and guidance on the grant application process please contact the Student Opportunities Team at [SUClubs@bournemouth.ac.uk](mailto:SUClubs@bournemouth.ac.uk)

