

SUBU Clubs and Societies Grant Request Form Guidance

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Types of Grants Available

There are 3 different grants available;

SUBU 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.

SUBU 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. You are more likely to apply for this grant if you are a sports club.

SUBU Start Up Grant- Available to all clubs and societies in their first year only to aid in kick starting activities and running taster sessions to attract new members.

For the 2020/21 academic year the total funding available is split between the 3 SUBU grants;

50% of this is available for SUBU General Grants

40% of this is available for SUBU Facilities Grants

5% of this is available for SUBU Start Up Grants

The remaining 5% will be used as reserves

Once awarded, your requested sum of money must be spent within 3 months. If you do not spend this money, it will be reclaimed and 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.
- SUBU also cannot award a grant retrospectively (something that has already been paid for).
- The below table is not an exhaustive list of what is likely and unlikely to be awarded. 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. However, it is likely that if you are a sports club, you will apply for more facilities grants and if you are a non-sports club, you will apply for more general grants.

Grant Type	What the grant is likely to be awarded for	What the grant is unlikely to be awarded for
SUBU General Grant	1 competition entry/ trip per club per year External Speaker External conference attendance Transport and Vehicle Hire	Socials Accommodation Coaches or instructors Printing Stationery Fundraising events Kit Clothing Refreshments Clothing Committee only events Retrospective payments
SUBU Facilities Grant	Up to 50% of the full cost of... External venue hire Insurance Equipment Storage Hire Affiliation	Printing Committee only events Retrospective payments Kit Clothing
SUBU Start Up Grant	Equipment/ refreshments/ stationery/ room hire for taster sessions & events	Printing Committee only events Retrospective payments Kit Clothing
There will be a cap on the maximum amount awarded to 1 club in a year		

Key Dates

There are 4 points in the year that you can apply for a grant. The deadline for grant submissions will be;

5th October 2020

23rd November 2020

25th January 2021

16th March 2021

The Grant Request Process

SUBU has over 100 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 as 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 meet within two weeks of each deadline to make decisions on the requests; you will be informed shortly after this point.

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.

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 clubs and societies budget

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.

If your grant is not used within two weeks of the next submission deadline it will be reallocated to the next round of funding.

Appeals Process

Appeals must be made within 7 days of the grant committee's decision.

Please email full details of your appeal with supporting evidence to suclubs@bournemouth.ac.uk

The decision of the clubs and societies committee is final and a member will be in touch with you within a further 7 days of 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 and request this information prior to filling out the grant request form.

Section 2: About the Grant Amount

As mentioned above, there are 3 types of grants you can apply for depending on the nature of your request;

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

SUBU 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.

SUBU Start Up Grant- Available to all clubs and societies in their first year only to aid in kick starting activities and running taster sessions to attract new members.

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.

The last question in this section asks if the grant could be paid back at a later point? For example, if you are requesting a grant to pay for something upfront such as venue hire, the cost of which could be made back through ticket sales and paid back to SUBU. 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.

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

