Below is all the information you need for submitting a society’s grant. Please ensure you read through all the information and criteria before you get started. You may also wish to read the Example Grant Application to help with your application. More information about finances is also available on the AUSA skills hub.

**Important information:**

* Application deadline is **9am Monday 30 January 2023.**
* A completed application does not guarantee funding. Funds are limited and will be allocated where the panel deems appropriate.
* Applications are to be completed and submitted here: [Society Grant 22-23 Submission](https://forms.gle/BTQmygxqSUi5ePKk9) (second semester). All applications should be submitted via the form, please do not submit applications via email.
* Please include the full name of your society in the file name and submit your application from your @ausa account.
* All allocated money must be spent by the 30th April 2023 unless any of your core activities take place in the summer months. If this is the case, this must be stated on your application under ‘Description of what the funds will be used for’.
* All applications are dealt with on a case-by-case basis and the decision of the panel is final.
* A full 2022-23 budget and development plan should be submitted with your application. **The budget should be up to date including any funds granted to the society from the previous round of grants**.
* Duplicate applications from the previous round will not be considered.
* Any grant submitted by a society that has not completed the reaffiliation documents and does not meet the requirements to remain a society, will not be considered.
* In order to be considered for the grant, your society should have a risk assessment approved in the appropriate category (i.e. if you are applying for funds to be spent on a trip, you should have a risk assessment approved for Category C and so on). Any societies without an approved risk assessment for Category A will not be considered.
* This grant is open to societies that have completed their trial period; outlined in [AUSA byelaws.](https://www.ausa.org.uk/pageassets/about/constitution/Byelaw-7-AUSA-Societies-Union.pdf)

**Guidance on completing your application**

Applications are judged on the following criteria:

* The overall application must be completed correctly and only applications that qualify under the criteria will be considered.
* The relevance of grant appeal to the society’s core activities.
* A clear link between application, budget and development of the society.

The committee will consider applications for the following:

* Costs associated with a society’s core activities or development as outlined in your constitution and development plan
* Trip costs
* Funds to support development as outlined in your development plan
* Reasonable essential equipment and kit
* Events (excluding society balls and food or drink for events)

The committee will not consider applications for the following:

* Activities outside of your society’s objectives and activities as outlined in your constitution and development plan
* Society clothing for personal use (ie. hoodies/named t-shirts)
* Food or drink
* Damage to vehicles or legal fines/fees
* Hire of external venues for an event that could be held in university facilities free of charge
* Society balls
* Tickets for balls or socials

**Please complete the sections below:**

**Society name:**

**Name of President:**

**Name of Treasure:**

**Contact Email:**

Category of application, tick all that apply and if other, please specify:

|  |  |
| --- | --- |
| **Event** |  |
| **Equipment** |  |
| **Travel/Trip** |  |
| **Other** |  |

Description of what the funds will be used for:

|  |
| --- |
| *This should be no more than 100 words.* |

**Itemised list of costs**:

|  |  |
| --- | --- |
| **Item(s)** | **Cost** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** |  |
| **Total of amount being requested** |  |

If your society does not receive the funding from this grant, or you are awarded partial funding, how will your society obtain the remaining funds? Will the project still go ahead?

*This should be no more than 100 words.*

**Supporting Notes**

This is your chance to tell the panel anything else you think they need to know. Some examples of things you might wish to include are:

* Why is this essential to your society?
* How will it help with development of the society/engagement from members?
* How many students could be positively impacted with this funding?
* How does the itemised list of cost relate to the application?
* How will the funding help the society be active/more active?

|  |
| --- |
| *This should be no more than 200 words.* |

Submit your application here: [Society Grant Application Submission](https://forms.gle/ZdM3uNXG8zqGAWrE8) (second semester)