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. More information is available on the AUSA Skills Hub.

**Important information:**

* Application deadline is 9am Monday 4th October 2021.
* 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 emailed to societies@abdn.ac.uk. Applications submitted in person or by post in paper copy will not be accepted.
* All allocated money must be spent by the 30th April 2022 unless any of your core activities take place in the summer months. 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.
* Submitting a full budget and development plan is required to help with the decision. They should be attached to the email with the application. Please send in updated versions of these documents if changes have been made since submission for reaffiliation.
* 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.
* **PLEASE NOTE:** If you are applying for funding for events, you must complete and return to us the COVID Checklist for Return to Activity. This is required and funding won’t be awarded to any applications that haven’t submitted this. If you need a copy of this document please contact us at the above email address.
* 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, development plan and budget.

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
* Entry Fees/Competition Fees
* Funds to support development as outlined in your development plan
* Reasonable essential equipment and kit

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
* Activities that would challenge or not be possible under Scottish COVID restrictions

**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/engagement?
* 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.* |

Thank you for submitting your application!