



STUDENTS' UNION

SU GRANT GUIDANCE

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1. Eligibility

- ✓ **Must** be an affiliated Activity (Sport or Society) with the Student Union.
- ✓ **Must** have an up-to-date and detailed Budget Sheet – **blank budget sheets may result in your application being rejected**

2. How Much Can My Activity Apply For?

The maximum we can award through these grants is **£1,000**.

Although £1,000 is the maximum, partial funding is more common and helps ensure fairness across all applications.

3. What You Can and Can't Apply For

YOU CAN APPLY FOR	YOU CANNOT APPLY FOR
✓ Core activity costs (per constitution, or otherwise reasonable) ✓ Equipment – new or repair ✓ Facility hire ✓ Transport & accommodation ✓ Training and development courses (including First Aid) ✓ Entry / competition fees ✓ Clothing / Team Kits – non-personalised, for use across multiple years ✓ Guest speakers and coaches (except in the case of sport) – please refer to the coaching fund	- X Non-core activity costs - X Food and drink (unless it's the core activity) - X Personalised clothing - X Damage to vehicles - X External venue hire where UoA or SU spaces could work instead - X Legal fees / fines - X Activity debts - X Subsidising profitable or charitable events - X Ticket costs for socials / balls - X Prizes, gifts, or alcohol - X Charitable donations - X Personal membership fees / subscriptions

4. Funding Priorities

Top Priorities

- Health and Safety
- (Sports only) External facility hire, for those who can't use UoA or ASV sites

Other Priorities

-
- Transport
 - Coaching courses and training development (a condition for non-final-year students)
 - Equipment repair over new purchase, unless the item is beyond repair

5. Before You Apply — Ask Yourself

Whether your application is being written internally or for an external funder, work through these questions first:

1. Is this directly linked to our society's core activity or aims?
2. Is this something we couldn't reasonably fund through membership fees, sponsorship, or fundraising?
3. Have we checked whether free or discounted SU/Uni facilities already exist?
4. Have we explored cheaper or more sustainable alternatives?
5. Is this non-personal — and how many people does the funding impact?
6. Can we clearly show what the money will be spent on, with quotes or estimates?

6. Top Tips for a Strong Application

- **Be clear and specific** — instead of “£150 for transport”, say “£150 for minibus hire to BUCS matches in Dundee for 12 people”
- **Explain the link to your core activity** — reference your constitution, aims, or development plans where you can
- **Get quotes** — prove the costs of what you're requesting
- **Think about inclusivity** — consider how the funding removes barriers or widens participation
- **Show the rest of the picture** — explain how you'll cover any remaining cost if the grant doesn't fund the full amount
- **Avoid 'nice-to-haves'** — apply for what you need, not everything you'd like
- **Submit a detailed Budget Sheet** — incomplete sheets risk rejection — the template is linked at the end of this guide

7. How Applications Are Assessed

Once your application passes the eligibility check above, the Grants Committee weighs it against AUSA's core values. The strongest applications address these areas throughout the application

Democratic

Is there a clear, evidenced case that members want or would benefit from this?

Transparent

Is your request clearly itemised, proportionate, and easy to justify?

Inclusive

Does this open participation to a wide range of students, including those currently underrepresented?

Supportive

Does this address a genuine need, not just something that would be nice to have?

Approachable & Friendly

Does this contribute meaningfully to members' social or recreational experience?

A well-evidenced application that genuinely reflects these values will score more strongly than one that only mentions them. Funding is often partial – the strength of your case is what moves the amount awarded.

8. Budget Sheet

Every application needs a detailed, up-to-date Budget Sheet – applications with blank or incomplete sheets may be rejected before they reach scoring.

Budget Sheet Template: [\[link\]](#)

9. How to Apply

To apply for any internal grants, you will first need to have admin privileges to the SU site for your activity. Once you have this, when you select admin tools you should see a function 'Grant Applications'. Submit the application here depending on what internal grant you are requesting.

10. Other Types of Internal Grants

Student Experience Fund (SEF): A grant that was created by the University of Aberdeen's Development Trust.

This money is donated by Alumni for the purpose of enhancing the student experience for students. The SFE grant is not intended to help with day-to-day functions but to help create opportunities that would not be available otherwise.

This could be anything from making a conference affordable to your membership or bringing speakers to campus. It's all about affecting the most students possible with the funds and creating a positive impact within the student community. The decision-making panel is made up of elected students, AUSA staff and staff from the Development Trust. Please apply through GAS.

(Timelines will be published as and when available)

SU Coaching Fund: This grant opens up for sports to help with their coaching costs. This could mean covering the cost of a coach OR paying for a course for a student /student to receive a coaching qualification if it will benefit the activity in the long term. Your activity will be informed of this by email if it becomes available, and applications are typically received through a google form.

11. Terms and Conditions

By accepting a grant, your society agrees to the following conditions.

1. Use of Funds

- Awarded funds must only be spent on the purpose(s) outlined in the approved application.
- Any changes to how funds are used must be approved in writing by the Grants Committee – email activities@abdn.ac.uk.
- Funds cannot be used for personal gain, socials, food/drink (unless a core activity), or any excluded items listed in the funding guidance.
- All funds must be spent by 1 April 2027, unless an extension has been approved by the Grants Committee.
- Misuse of funds will result in the society owing the equivalent amount back to the SU.

2. Evidence and Reporting (Audit and Impact Report)

- Societies must keep receipts/invoices for all funded expenditure and submit them via the Grant Auditing Form, provided to successful applicants, on or before 1 April 2027, unless an extension has been approved by the Grants Committee.
- Unused funds, or failure to complete the Auditing Form upon request, will result in awarded funds being removed from the Activity's SGF balance by the start of the new academic year and returned to AUSA.
- If requested, an Impact Report must be completed on or before 1 April 2027, showing how the funding benefited members and advanced the society's core aims.

3. Fairness and Transparency

- Activities must declare any other funding sources for the request, to avoid double funding.
- The SU reserves the right to publish summaries of successful grants, for transparency of grant allocations.

4. Accountability

- Misuse of funds may result in repayment, suspension of future grant eligibility, or disciplinary action.
- The committee of the society is collectively responsible for ensuring funds are spent appropriately.

5. Deadlines and Applications

- Late, incomplete, or unclear applications may not be considered.
- Applications must be submitted by an elected committee member.
- Decisions of the Grants Committee are final.