If your society would like to apply for a grant to contribute to your society’s activities then please read the guidance notes provided and complete this form with all the details you think are required.

**Important information:**

* A completed application does not guarantee a grant allocation. Funds are limited and will be allocated where the panel deems appropriate.
* Applications are to be completed and emailed to Activities Development Coordinator at 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 2019 unless any of your core activities take place in the summer months. This must be stated on your application.
* 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 around your application. They should be attached to the email with the application.
* Application deadline is TBA.

**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.
* Activeness of the society.
* A clear link between application, development plan and budget submitted.

The committee will consider applications for the following:

* A society’s core activities (ie. what’s in your constitution and development plans)
* Entry Fees/Competition Fees
* Essential equipment and kit
* Reasonable travel costs.

The committee will not consider applications for the following:

* Activities outside of your society’s objectives and activities (ie socials)
* Society clothing for personal use (ie. hoodies/named t-shirts)
* Food or drink
* Damage to vehicles or any legal fines
* Hire of external venues for an event that could be held in university facilities
* Society balls, tickets for balls or socials
* Event or society publicity

**PLEASE NOTE: Failure to adhere to the above guidelines or to ensure that your application is filled out may result in your application being refused.**

**Please ensure you complete the section below:**

**Society applying:**

**Name of President:**

**Name of Treasure:**

**Email:**

Category of application:

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

Description of what the funds are for. Ie, describe the reason for transport options etc.

|  |
| --- |
|  |

**Itemised list of costs**:

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

If your Society does not receive the funding from AUSA, or only is awarded partial funding, how will the Society acquire the remaining funding needed?

**Supporting Notes**

This section is for any supporting notes you would like to submit with your grant application. This gives the panel an overview of your society and also supports the need for funding. This is where you can describe why the funding is essential to your development plan or society functioning and how it relates to your budget.

**If your society does not receive the funding from AUSA, or only partial funding for the event, then how will you acquire the funding for the event?**

Thank you for submitting your application!