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 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 2020 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. They should be attached to the email with the application. It’s OK to send in updated versions of these documents if changes have been made since submission for reaffiliation.
* Application deadline is 9am Monday 14th October 2019.

**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 (as outlined in your constitution and development plan)
* 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 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
* 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 every section below:**

**Society:**

**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:

|  |
| --- |
|  |

**Itemised list of costs**:

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

If your society does not receive the funding from this AUSA grant, or you are only awarded partial funding, how will your society obtain 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, society survival or student participation. This should refer to these things and how they relate to your budget.

Thank you for submitting your application! You will hear from us by the 4th of November with an outcome.