

## GRANTS

UUSU are proud to support the development of student societies at Ulster by offering students access to several different grants to help them build and develop a thriving and engaging society for their members. Our Grants run for the academic calendar and cannot be carried over from one year to the next.



### SO WHAT GRANTS ARE AVAILABLE?

Societies **MUST** have a minimum of 10 registered members in addition to a minimum of 3 society reps to be eligible to apply for a grant.

#### NEW SOCIETY GRANT

This grant is available to newly approved societies throughout the academic year. You can only request a maximum of £100 in your first semester - £50 of which can be used towards food to encourage potential members to attend your events.

You cannot make a further grant request until the following Semester (to the total of £200) then same rules apply as development grant applications.

#### WELCOME EVENT GRANT

This grant is available for Welcome Events during Week 0, 1 & 2 of each Semester (Freshers and Re-Freshers). \*Medical societies whose course start in August can claim this grant during your first 3 weeks of term. You can request a maximum of £50 in Semester 1 and £50 in Semester 2.

\*This grant can be used towards food and also quiz prizes.

For the following grants, Societies **MUST** have a minimum of 10 registered members in addition to a minimum of 3 society reps to be eligible to apply (standard membership as shown on your society admin tools).

#### DEVELOPMENT GRANT

This grant can be applied for at any time throughout the academic year & is for a maximum of £300.

Maybe you want to spend your entire grant on a big event or maybe you just have a small purchase to make – both are fine! Your society finance rep should keep track of all your incomings and outgoings- use a budget form to help you do this.



## A GRANT APPLICATION FORM

**Grant Application Form** should be submitted to your Societies Coordinator for approval in advance of any spending. Once the potential spend is approved, you must then submit a Purchase and Payment Form with the details of the specific purchase/payment eg. invoice / item link. This enables our finance team to process the transaction.

### IMPORTANT:

- UUSU reserve the right to refuse a grant application if committee (Events & Activities, Communication & Finance rep) have not completed their mandatory training.
- If you are applying for a full grant to use towards an event then you must have demonstrated how the society will raise money themselves to help fund the event before the grant will be approved. i.e) selling tickets to the event / sponsorship etc.
- You shouldn't agree to purchase goods or employ services etc before you get an approval email from your Societies Coordinator confirming that your grant application has been successful. UUSU may refuse to pay an invoice/reimburse monies if the society does not have the relevant funds in their account.
- It is your finance rep's responsibility to keep track of your society finances.
- You cannot use all £300 of your development grant on one item or purchase. If requested only £150 will be approved and it would be expected that the society will have shown that they have fundraised to cover remainder of costs.

### WHAT CAN UUSU GRANTS BE SPENT ON?

#### YES

- Promotion items like banners, tablecloths etc.
- Food for welcome events. (only if you have been approved for a Welcome Grant or are newly affiliated ) NB. Food related societies are permitted to spend money on food items from all types of grant.
- Equipment for your society.
- Travel expenses for a member excursion – eg. Bus hire.
- Guest speaker costs.
- Entry fees for competitions.
- Quiz prizes for welcome event (only if you have been approved for a Welcome Grant or are newly affiliated society).

#### NO

- Costs associated with formals and parties.
- Food – except from welcome grants/newly affiliated societies.
- Clothing eg. society hoodies.
- Alcohol.
- Activities or items which are not deemed to support the society aims and objectives.
- Charitable causes.
- In the interests of sustainability, no single use items eg. plastic cups.
- Quiz prizes- except for welcome grants.

## FUNDRAISING

**UUSU Grants are a limited source of income so societies need to generate money from other sources.**

### MEMBERSHIP FEES

All societies must set an annual fee of between £1 and £10 for students to join their society and get access to events and activities. Membership can be purchased via your society page at [www.uusu.org/get\\_involved/societies/find-a-society/](http://www.uusu.org/get_involved/societies/find-a-society/)

### FUNDRAISING

Fundraising is not just for charity. You can raise money for your society by charging entry fees to help cover the costs of events. You can have a bake sale, or you can sell society hoodies with a small mark up to raise funds. You can sell tickets and items via your society webpage (how to guides found within committee corner).

### SPONSORSHIP

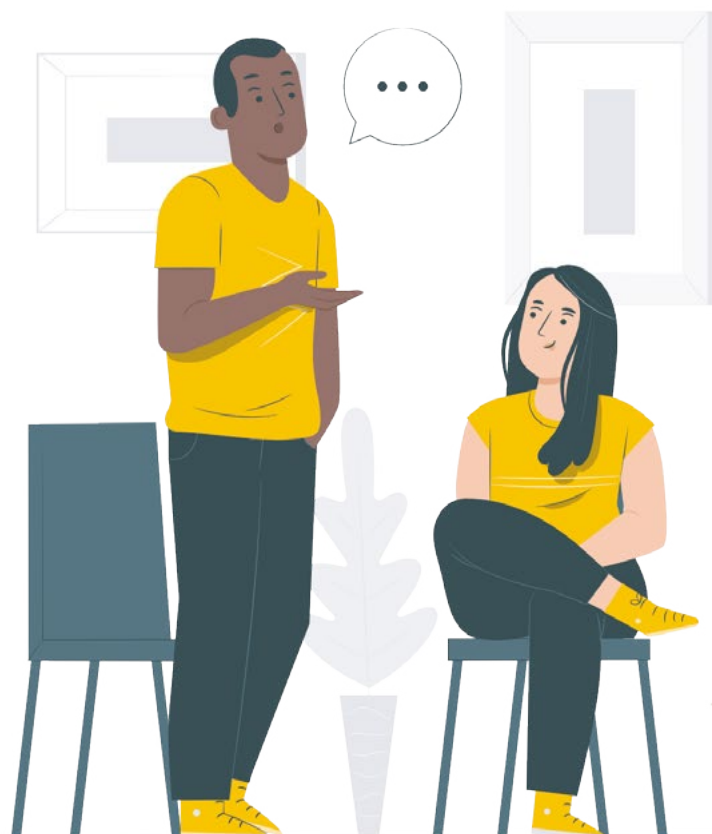
Society sponsorship can come in the form of a donation of goods or funds from an external company in return for some form of acknowledgement. Speak to your Societies Coordinator before you agree any sponsorship deals as there are a few UUSU processes to follow.

### CROWDFUNDING

The Ulster University Crowd-funding project may be able to help if you are planning a big project or event. You'll need to submit a proposal and if successful you'll have the opportunity to receive match funding from the University. Check out Ulster University Crowd Funding for more information [ulster.hubbub.net/projects/create/](http://ulster.hubbub.net/projects/create/)

### REMEMBER

The more paid members you have, the more money you will have which means you can afford to host better events. While £1 membership might be attractive to students if you sign up 30 members for the year how many events will you be able to run with £30??



## ACCESSING YOUR SOCIETY FINANCES

To access your society finances, you will need to familiarise yourself with the

### Payment and Purchase Request Form

There are three ways you can use the Payment Purchase Request Form to access finance.

1. You source the goods/services you want from a local company or website and UUSU make the purchase for you via credit card (or by paying an invoice the company has supplied to you). You'll need to upload a word document with links to items you want ordered or a copy of the invoice on the Purchase Payment Form. This can only be done for suppliers on our preferred suppliers list.
2. You make a request for money to be sent to a society rep in advance so they can make a purchase for the society. This will only be approved if it involves items that UUSU cannot purchase for you.

You can only request funds in advance with society fundraising – NOT a UUSU grant.

**\*\*All other society reps will have to approve this request**

**\*\*Please note the society rep will need to submit all receipts once they have made the purchase as evidence)**

3. You reimburse a society rep for money they have already spent on a society purchase. To allow this to happen proof of purchase must be uploaded to the form (ie, itemised receipts which clearly show amount and date of spend).

Please note: To ensure transparency, two fellow society reps need to approve any purchase or payment requests. You should ask them to email you a statement approving the purchase then upload this as a word document with your payment purchase request form.



UUSU can only make purchase from companies on our preferred supplier list. If you wish to make a purchase from an alternative company, you should make the purchase yourself and claim the money back. Check out our preferred suppliers list.

UUSU will not pay any invoices or society reimbursements if the society does not have the monies to cover the cost. The monthly finance report will be accessible on the Society Teams Channel so you can see what amount you are starting the month with, but treasurers should keep track of society budgets before any spending is carried out.

## TOP TIPS

- You cannot withdraw cash from your account.
- Plan ahead! Ask UUSU to pay for goods and services so society reps don't have to wait to be reimbursed!
- If you intend on spending UUSU grant money you must submit a Grant Application Form in advance, your Societies Coordinator will confirm if the items or services you want are permitted.
- UUSU finance pay invoices/committee reimbursements every 2 weeks. Your Societies Coordinator will make you aware of the dates for each semester.  
**It is important that you are aware of these dates to ensure you can pay any invoices (such as hotel formal payments) in advance of your event.**

