

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.

SO WHAT GRANTS ARE AVAILABLE?

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

NEW SOCIETY GRANT

This grant is available to newly approved societies. You can request a maximum of £100 and cannot make a further grant request until the following Semester

WELCOME EVENT GRANT

This grant is available for Welcome Events during Week 1 & 2 of each Semester (Freshers and Re-Freshers). You can request a maximum of £50 in Semester 1 and £50 in Semester 2.

DEVELOPMENT GRANT

This grant can be applied for at any time. Societies can apply for a maximum of up to £300 over the course of the academic year

CLUB 50 GRANT

Only societies with 50 or more registered members can apply for this grant of £50

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 treasurer 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 members have not attended their compulsory training.
- 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.
- It is your treasurer's responsibility to keep track of your society finances.

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) 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

NO

- Costs associated with formals and parties
- Food – except from welcome grants
- 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

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 https://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.



REMEMBER

The more paid members you have, the more money you will have coming in which means you can afford to host better events.

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/

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 include a link to your shopping basket or a copy of the invoice along with the Purchase and 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 committee member in advance so they can make a purchase for the society. You can only do this with society fundraising – NOT a UUSU grant. (Please note the committee member will need to submit all receipts once they have made the purchase as evidence)
3. You reimburse a committee member for money they have already spent on a society purchase.

Please note : To ensure transparency, two fellow committee members 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.



TOP TIPS

- You cannot withdraw cash from your account
- Plan ahead! Ask UUSU to pay for goods and services so committee members don't have to wait to be reimbursed!
- If you intend on spending UUSU grant money you must submit a **Grant Application Form**. Your Societies Coordinator will confirm if the items or services you want are permitted

