

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 committee members 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.

For the following grants, Societies **MUST** have a minimum of 10 registered members in addition to a minimum of 3 committee members 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

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 (chair, secretary & treasurer) have not completed their mandatory 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. UUSU may refuse to pay an invoice/reimburse monies if the society does not have the relevant funds in their account.
- It is your treasurer's responsibility to keep track of your society finances.

ADDITIONAL GRANTS AVAILABLE

GLOBAL ENGAGEMENT GRANT

3 grants of up to £1000 have been made available by the UU Global Engagement team to societies who wish to deliver a project or event that will benefit the wider student community and/or enhance the international student experience focusing on extra-curricular activities or welfare.

Projects which create or improve links with local communities supporting international students will also be welcomed.

Grant applications over £500 will have to show evidence of additional funding streams such as sponsorship, ticket income etc.

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

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.

Please note you can only apply for one grant per academic year so apply wisely!

Please note UUSU will not have a say on allocation of this grant. This will be decided by the Global Engagement Team.

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/

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.

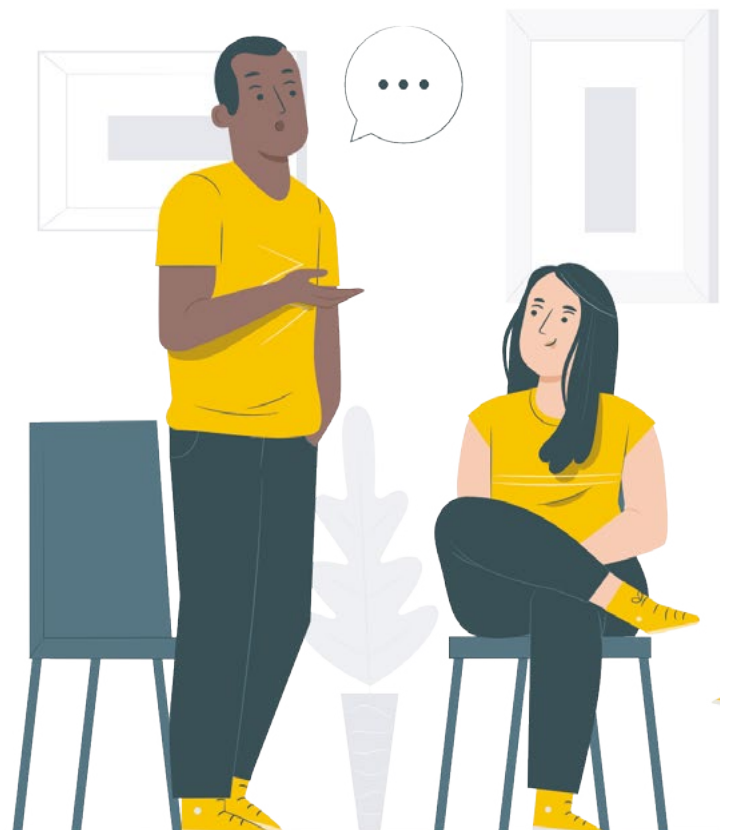
CROWDFUNDING

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.hubhub.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 committee member 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 committee members will have to approve this request

**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. 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 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.



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 committee 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 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 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.

