

ACCESS SOCIETY GRANTS AND FUNDRAISING

UUSU GRANTS

UUSU is proud to support the development of student societies at Ulster by offering a range of grants that help societies grow, develop, and create a thriving and engaging experience for their members.



Development grants are only available to societies whose representatives have completed mandatory training (either in person or online) and who have more than 10 paid members.

WHAT GRANTS ARE AVAILABLE?

New Society Grant

This grant is available to newly approved societies throughout the academic year. Societies may apply for a maximum of £100 in their first semester, of which up to £50 may be used towards food to help encourage potential members to attend events.

Societies may not submit a further grant application until the following semester. In the second semester, societies may apply for up to £200 in total, and the same criteria and conditions apply as Development Grant applications.

Welcome Event Grant

This grant is available to support Welcome Events held during Weeks 0–3 of each semester.

Societies may apply for a maximum of £50 in Semester 1 and £50 in Semester 2.

Medical societies whose courses begin in August may access this grant during their first three weeks of their semester

Societies may apply for a maximum of £50 in Semester 1 and £50 in Semester 2.

Development Grant

This grant is available once each of the society's four core rep roles have completed mandatory training, and the society has at least 10 paid members. The grant may be applied at any point during the academic year and is available for a maximum of £300.



Our grants are offered for the academic year and cannot be carried forward from one year to the next.



Your society finance rep should keep track of all your incomings and outgoings- use a budget form to help you do this

GRANT APPLICATION FORM

A **Grant Application Form** must be submitted for approval in advance of any spending. Once the proposed expenditure has been approved, you must submit a **Purchase and Payment Form** detailing the specific purchase or payment (e.g. an invoice or item link). This allows our finance team to process the transaction.

IMPORTANT

- UUSU reserves the right to refuse a grant application if core representatives (Events & Activities Rep, Communications Rep, Finance Rep, and EDI & Wellbeing Rep) have not completed their mandatory training and if **Society Constitution** has not been submitted to your Societies Coordinator.
- You must not commit to purchasing goods or securing services until you have received approval from your Societies Coordinator confirming that your grant application has been successful. UUSU may refuse to pay invoices or reimburse costs if approval was not granted in advance or if the society does not have sufficient funds available in its account.
- Your society's Finance Rep is responsible for keeping track of all society finances
- Societies cannot use the full £300 Development Grant on a single item or purchase. Where a single item is requested, a maximum of £150 will be approved, and the society will be expected to demonstrate that the remaining costs will be covered through fundraising activities or ticket sales.

WHAT CAN UUSU GRANTS BE USED FOR?

Approved Expenditure

- Promotion items such as banners, tablecloths, and other display materials.
- Food for welcome events, only if you have been approved for a Welcome Grant or are a newly affiliated society NB: Food related societies may use funding for food items across all grant types.
- Equipment for your society to support the delivery of events and activities.
- Travel costs for member excursions, such as bus hire or train tickets
- Guest speaker expenses, including agreed fees or travel costs.
- Entry fees for competitions.
- Quiz prizes for Welcome Events, only if approved under a Welcome Grant or for newly affiliated societies.

Not Approved Expenditure

- Costs associated with formals, balls, or parties.
- Food, except where funded through a Welcome Grant or for newly affiliated societies.
- Clothing or merchandise, such as society hoodies or branded apparel.
- Alcohol or alcohol-related expenses.
- Activities or items that do not clearly support the society's aims and objectives.
- Donations to charitable causes.
- Single-use items, such as plastic cups, in line with UUSU's sustainability principles.
- Quiz prizes, except where approved through a Welcome Grant.

RAISING MONEY FOR YOUR SOCIETY

UUSU grants are a limited source of income, so societies are expected to generate additional funding through other means to support their activities.

MEMBERSHIP FEES

All societies must set an annual membership fee of between £1 and £10. This fee allows students to join your society and gain access to events and activities. Memberships can be purchased via your society webpage.

FUNDRAISING

Fundraising is not just for charitable causes—it is an important way to support your society financially. Societies may raise funds by:

- Charging entry or ticket fees to help cover event costs
- Running fundraising activities such as bake sales
- Selling society merchandise, such as hoodies, with a small markup

Tickets and items can be sold directly through your society webpage.

SPONSORSHIP

Society sponsorship may take the form of a financial contribution or a donation of goods or services from an external organisation, in return for agreed recognition or promotion.

Societies must speak to their Societies Coordinator before agreeing to any sponsorship arrangements, as there are specific UUSU policies and approval processes.



Remember: The more paid members your society has, the more money you will generate — allowing you to deliver better, more varied events.

While a £1 membership fee may seem attractive, consider this: if 30 students join your society, that gives you just £30 for the entire year. How many events can you realistically deliver with that?

Setting a realistic membership fee can make a big difference to what your society can achieve.

ACCESSING YOUR SOCIETY MONEY

To access your society money, you will need to familiarise yourself with the **Payment and Purchase Request Form**

There are three ways to use the Purchase & Payment Request Form to access society finances:

1. UUSU Makes a website purchase on Your Behalf

You source the goods or services you wish to purchase from a local company or website, and UUSU will make the payment via credit card.

- You must upload:
 - Word document containing links to the items you wish to purchase.
- This request must be submitted via the Purchase & Payment Request Form.
- UUSU can only make purchases from companies on our preferred suppliers list.

2. Payment to a Society Rep

You may request funds to be paid to a society rep so they can make or be refunded for a purchase on behalf of the society.

- This will only be approved where UUSU has been unable to make the purchase directly.
- Advance payments can only be made using society fundraising income — not UUSU grant funding.
- The society rep must submit all receipts after purchase as evidence of spend.

3. Payment to a supplier for goods or services

You can ask UUSU to pay an invoice (think of this as a bill) or to issue a purchase order (a promise to pay).

To do this, you must upload all required information using the payment/purchase request form. Please note:

- All invoices must be addressed to UUSU
- For purchase orders, you'll need to provide:
 - The company name & address
 - The company email address
 - What you are agreeing to pay
 - When the payment is due

PLEASE NOTE

- To ensure transparency, two other society representatives must approve all purchase or payment requests. You should ask them to email you a short statement confirming their approval, then upload this as a Word document alongside your Purchase & Payment Request Form.
- UUSU will not pay invoices or process reimbursements if the society does not have sufficient funds to cover the cost. A monthly finance report will be available via the Societies Teams Channel, allowing societies to see their opening balance at the start of each month. However, it remains the responsibility of the Finance Rep to monitor the society's budget and ensure funds are available before any spending takes place.

- UUSU can only make purchases from companies on our preferred suppliers list. If you wish to purchase from an alternative supplier, you must make the purchase yourself and then submit a reimbursement request.
- Please ensure you check the **preferred suppliers list** before making any purchasing decisions.
- Cash withdrawals are not permitted from society accounts.
- If you plan to spend UUSU grant funding, you must submit a **Grant Application Form** in advance. Your Societies Coordinator will confirm whether the proposed items or services are eligible for funding.
- UUSU Finance team processes invoice payments and rep reimbursements every two weeks. Your Societies Coordinator will advise you of the payment dates each semester. It is important to be aware of these dates to ensure invoices (such as hotel or formal payments) can be settled in advance of your event taking place.

TOP TIP

Plan ahead! Wherever possible, ask UUSU to pay for goods and services directly so society reps don't have to wait for reimbursement.