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**Student Group Grant Funding 2025/26 Guidelines**

Contents

[1. Introduction 3](#_Toc208223641)

[2. Disclaimer 4](#_Toc208223642)

[3. Equity & Inclusion Aims 4](#_Toc208223643)

[4. How much can our Student Group apply for? 5](#_Toc208223644)

[5. What is and isn’t eligible for Grant Funding? 6](#_Toc208223645)

[6. How do we apply? 9](#_Toc208223646)

[7. Timeline 10](#_Toc208223647)

[8. Societies Council 11](#_Toc208223648)

[9. Appeals Process 11](#_Toc208223649)

[10. Additional Information 11](#_Toc208223650)

[11. How can we get in touch? 12](#_Toc208223651)

[Change Log 12](#_Toc208223652)

## Introduction

Every year, the Students’ Union’s Activities & Volunteering Department has funds available to support affiliated Student Groups in their development, to reach new goals and objectives while considering inclusivity and accessibility. This money is awarded to help subsidise the costs of Student Group events, campaigns, trips, equipment and much more!

This year we have a total of **£25200** available for Student Groups to apply for in 2025/26.

Similarly, to last year we have also ring- fenced a proportion of funding to help projects that have direct cultural and/or liberation objectives as well as applications that improve the inclusivity and accessibility of a group.

|  |  |  |
| --- | --- | --- |
| **Term** | **Amount allocated** | **Ring-fenced for Liberation** |
| Term 1 | £10500 | £2500 |
| Term 2 | £10000 | £1700 |
| Term 3 | £1000 | £500 |

It is important that you read through these guidelines carefully, and get in touch if you have any questions. You should also read through the example applications before starting to fill out your own application. Please note that we may require you to attend a meeting to discuss your application before it’s considered by [Societies Council.](https://www.leicesterunion.com/opportunities/societies/committeehub/studentgroupexecutiveteam/) This will help make your application as strong as possible, and maximise your chances of being approved for funding

## Disclaimer

* 1. Whilst we endeavour to support student groups to our best ability, please note that an application submitted for Grant Funding does not guarantee with certainty that Grant Funding will be awarded to the Student Group.
	2. If a student group was awarded Grant Funding previously, this does not guarantee that the student group will be awarded Grant Funding again.
	3. If a student group was awarded Grant Funding, it must be used for the purpose the student group applied for Grant Funding. The Grant Funding cannot be used for another purpose.
	4. If a student group was awarded Grant Funding, it must be used by the end of the term the Grant Funding application was submitted. The Grant Funding cannot be used after the end of the term.
	5. Zero abuse will be tolerated towards Societies Council, staff at the Students’ Union or Executive Officers online or in person related to any decision or process of Grant Funding.
	6. Grant Funding applications can only be submitted through the Grant Funding application form. Any other submission that is not the Grant Funding application form will not be accepted.

## Equity & Inclusion Aims

We actively welcome and encourage applications for Student Group Grant Funding for any projects, events or campaigns that have liberation and/or inclusion at their core. This could include aims such as reducing engagement barriers, giving a voice to under-represented groups, celebrations of culture, or increasing accessibility, for example.

With the support of our Executive Officers, we have ring-fenced 10% of Grant Funding available for 2025/26 each term. This money will be used to help fund projects that have direct cultural and/or liberation objectives. We will also be considering the Equity & Inclusion aims of every Student Group as part of their Grant Funding Application. This ring-fencing is not a maximum amount though, and we expect all applications to consider these aims.

Through this, we aim to:

* Empower all students and amplify their voices, especially students from liberation and/or marginalised backgrounds.
* Reduce the barriers that students from marginalised backgrounds can face when getting involved in Student Group activity.
* Support and encourage all Student Groups to foster an environment of inclusion and accessibility.

The 18% ring-fenced Equity & Inclusion funding could be used for projects such as:

* Campaigns which highlight social (in)justices or address misconceptions.
* Collaboration with other Student Groups to host workshops, panel discussion, sports sessions etc. to widen participation and increase visibility of under-represented students.
* Events or campaigns that aim to break down barriers to your activity for a specific group. For example, hosting a weekend event for those who have caring responsibilities alongside their studies.
* Purchasing equipment that makes your activities more accessible.
* Religious & cultural events, e.g., cultural food, celebrations and showcases.
* Resources to upskill current University of Leicester students e.g., workshops and training.

This list is only a guideline, and is by no means exhaustive. All applications are considered on a case- by-case basis. If you’re unsure whether what you’re applying for will be eligible for funding, please contact unionactivities@le.ac.uk in advance so that we can advise and support your application.

## How much can our Student Group apply for?

All affiliated Student Groups can make as many applications as they like throughout the year until they have reached the maximum they are eligible for. Applications from Team Leicester Clubs are subject to additional guidelines (please refer to point d on page 8).

The **absolute maximum** total Grant Funding that any one Student Group can receive in the academic year 2025/26 is:

**£1000 for any student group that is not a performance group, a non-Team Leicester sports group and a Tier 4 Team Leicester group.**

**£1450 for performance and sports groups that are not Team Leicester**

**£2950 for Tier 4 Team Leicester Clubs.**

 We cannot guarantee that we will be able to fund every application, so please make sure you plan accordingly.

Current performance, Tier 4 Team Leicester Clubs and sports groups that are not Team Leicester are:

Asian Dance Society

Bhangra Society

Big Band

Bollywood Dance

Brazilian Jiu-Jitsu

Chamber Choir

Chorus

Concert Band

Craft Society

DanceSport

Filmmaking Society

Flying Team

Gymnastics and Trampolining Society

Kendo

Leicester Glee Club

Leicester Karate Club

Mixed Martial Arts (MMA)

Modern Dance

Motorsport and Karting

Orchestra

Parkrun Society

Pole Fitness and Dance

Quadball

Salsa Society

Skate UoL

Squash

STEM Netball

Table Tennis Club

The Revival (UoL Gospel Choir)

The University of Leicester's Ski and Snowsports Society

UOL Barbell

We Create

Student Groups should aim to contribute a proportion of the overall cost. The more your group can contribute the more likely your application will be accepted. Your group’s contribution could come from ticket sales, your group’s account, sponsorships or fundraising activities.

We might ask you to attend a meeting before your application is considered, for example if you’re applying for a large amount, if your group has only recently been formed or if we have questions regarding your application.

## What is and isn’t eligible for Grant Funding?

There isn’t a definitive list of what Grant Funding **can** be used for, as it covers such a wide range of creative and innovative projects! Here are some of the most common expenses that we help to fund:

|  |  |
| --- | --- |
|  | Notes |
| Accommodation | Applications for help with accommodation costs can be made several months in advance, to give you good time tobook the accommodation. |
| Any projects, events or campaigns that are linked to national, cultural and/or faith aims. | 18% of our available Grant Funding has been ring-fenced to support this.  |
| Any projects, events or campaigns that specifically aim to increase participation for students fromliberation backgrounds. | 18% of our available Grant Funding has been ring-fenced to support this.  |
| Coaching, Transportation & Accommodation costs for competitions, Venue Hire for Tier 4 clubs/non team Leicester |  |
| Entry tickets | For events, conferences, competitions, etc. |
| Equipment | Your application should include:1. Where you intend to store the equipment
2. How long you expect it to last until it needs replacing.
 |
| Fuel for cars | Fuel costs are calculated at a maximum rate of £0.45 per mile. Your application should include evidence of your journey distance, which you can easily provide by using the route calculator on Google Maps. |
| Group workshops and training |  |
| Paid professionals | Including guest speakers, coaches, teachers and choreographers. |
| Re-usable promotional materials, e.g. rollerbanners without dates on. | Your application should include the design. |
| Room / venue hire |  |

|  |  |
| --- | --- |
| Student Group affiliation | With external associations, governing bodies, and parent organisations. |
| Travel, transport and flights |  |

Student Group Grant Funding **cannot** be used to cover the following costs and your application may be rejected due to the following:

|  |  |
| --- | --- |
|  | Alternative |
| Any event/activity/item that does not occur in the term you are applying in, e.g., you can only apply in term 1 for an event/activity/item that will occur or be required in term 1. If your application is accepted in December, the deadline can be extended to the end of term 2. The only exception to this is if your student group needs to pay for a competition fee.  |  Wait to apply in the same term your event/activity/ item that will occur/ be needed. |
| Anything that exceeds the £1000/£1450/£2950 you have already been granted. |  |
| Alcohol |  |
| Committee-exclusive events | Open your event to every member of your Student Group. |
| Individual member’s affiliation to governingbodies, associations, or groups | Group affiliations. |
| Individual travel discount cards (i.e. railcards, coach cards, visitor Oyster cards) |  |
| Late applications | Please visit [this page](https://www.leicesterunion.com/opportunities/societies/committeehub/studentgroupfinance/) to find the deadline of when to submit your application.  |
| One-off promotional materials (i.e., flyers, pens, key rings) | These are not normally sustainable, nor good for the environment. We suggest using re-usable promotional materials. |
| Personal items (e.g., clothing, uniform, personal equipment) | Options like the University Hardship Fund may be more useful in these cases. |
| Charitable fundraising initiatives, this includes donating to charity and anything related to charity e.g., wanting to use Grant Funding to hire a venue to host a charity dinner will not be accepted.  |  |
| Grant Funding for individuals who are not currently Students at the University of Leicester | If your application involves non-students, alumni or students from another University, then this should be reflected in the amount of funding you apply for.For example, if you are taking 10 people to attend a conference but 5 of them are DMU students, we would only be able to provide funding for the current Universityof Leicester students. |
| Training or qualifications for an **individual** | Group workshops and training.Sport & Active Life offer coaching pathways. |
| Websites for your Student Group | Each Student Group has their own webpage on [www.leicesterunion.com](http://www.leicesterunion.com/) which is free to use. |
| LUSUMA Sub-groups | LUSUMA is responsible for the finances of LUSUMA sub-groups and should endeavour to support LUSUMA sub-groups financially. As a last resort, LUSUMA can submit an application on behalf of LUSUMA sub-groups.  |
| Membership price is less than £3 |  |
| Gambling and anything related to gambling e.g., requesting funding to play at a casino |  |
| Your student group has not engaged in any fundraising activities to help cover the cost of your event/activity/equipment etc.  |  |
| You have not provided a breakdown of costs e.g., if you request £500 for a ball but do not specify how much the food, venue, decorations will cost. |  |
| You cannot use apply for Grant Funding to fund each of your regular activities such as every meeting/rehearsals as you are still expected to engage in fundraising activities. |  |

***Please note:*** The above lists are guidelines only, and are not exhaustive. All applications are considered on a case-by-case basis, and occasional exceptions may be made.

If you’re unsure whether what you’re applying for will be eligible for funding, please contact

unionactivities@le.ac.uk in advance so that we can advise and support your application.

Team Leicester Clubs: - Team Leicester have faced significant reductions to their funding capabilities this year. Team Leicester Clubs will not be eligible to receive Grant Funding for any expenses related to BUCS. The funding you receive from Team Leicester (Sport and Active Life) will be taken into account when your Grant Funding Application is considered.

## How do we apply?

As funding is very limited this year, it is important that you read through these guidelines carefully, and get in touch if you have any questions. You should discuss your plans as a Committee before filling out the [application form](https://www.leicesterunion.com/opportunities/societies/committeehub/studentgroupfinance/). As the main budget holder, your Student Group’s Treasurer will need to sign off on the application. We cannot guarantee that we will be able to fund every application, so please make sure you plan accordingly.

We might ask you for further clarification and adjustments, or require you to attend a meeting to discuss your application before it’s considered by the Societies Council (see section 8). This will help make your application as strong as possible, and maximise your chances of being approved for funding. You should apply well in advance of the deadline to allow plenty of time for changes to be made.

To make your application as strong as possible, it should:

* Clearly explain the benefits to current University of Leicester students.
* Link to the aims and objectives of your Student Group as stated in your Constitution.
* Be well-researched, with clear evidence of proposed costs and value for money.
* Include a full plan of your Student Group’s budget. Your Student Group should contribute as much of the overall costs of the application as possible (through ticket sales, membership fees, club fundraising, sponsorships, etc.).
* Clearly explain how the Grant Funding would help you foster an environment of inclusion and accessibility in your Student Group, for example, by supporting students from liberation and/or marginalised backgrounds.
* Be submitted well in advance of the deadline for when the money will be spent.
* Clearly explain how you will include the Students’ Union logo in your marketing / promotion / mention the Grant Funding support on your social media. This will encourage more Student Groups to apply for Grant Funding and increase awareness of the scheme.

Priority will be given to Student Groups who:

* Demonstrate a well-run Committee with good organisation and communication with the Students’ Union’s Activities & Volunteering Team. For example, by attending Development Meetings and submitting documentation on time.
* Demonstrate sustained commitment to improving accessibility and inclusion in their Student Group.
* Have completed all of their mandatory Affiliation Documents and Committee Training.
* Have completed the mandatory Feedback Form if they have previously benefitted from Grant Funding.
* Get in touch with us well in advance of the deadline with any queries, concerns, or for help with their application.

## Timeline

You can submit a Grant Funding Application at any point during term time, however, applications are only considered once a month by the Societies Council. This means that it could take up to a month for you to receive the outcome of your application. You should factor these timeframes into your planning, and make sure you apply well before the deadline for the first month in which you plan to spend the money. Late applications and retrospective applications (for expenses that have already been paid) will not be considered.

Please refer to this [page](https://www.leicesterunion.com/opportunities/societies/committeehub/studentgroupfinance/) to find an updated timetable of when you will hear back regarding the outcome of your application. Please note that Societies Council can review a maximum of 10 applications per meeting.



## Societies Council

Societies Council aims to give a platform for the opinions and ideas of Committee Members to support the direction of the Activities & Volunteering Department at the Students’ Union. You can find out more about this [on our website here.](https://www.leicesterunion.com/opportunities/societies/councils/)

Grant Funding Applications are considered at regular meetings and are taken by a majority vote, whereby at least two thirds of the Societies Council must agree. Any conflicts of interest must be declared, and members with conflicted interests will not have the final say on an application.

The Executive Officer team may be required to vote on Grant Funding Applications in extenuating circumstances (such as short-notice liberation campaigns or during campus closure periods) in the absence of the Societies Council.

## Appeals Process

If your Grant Funding Application is not successful, you can appeal to have it reconsidered. You will be given reasons why your application was unsuccessful and you should address these points in your appeal. Appeals should be submitted to unionactivities@le.ac.uk within 7 calendar days of the date that the application outcome is emailed to the Student Group. Appeals will be considered by Students’ Union Executive Officers who do not sit on Societies’ Council.

Appeals for late applications and retrospective applications (for expenses that have already been paid) will be automatically rejected

The outcome of the appeal will be sent to the Student Group within 5 working days of their appeal submission. The Executive Officers’ decision is final. If appeal is rejected, repeat applications for the same thing will not be considered.

## Additional Information

This policy applies to all affiliated Student Groups (including Team Leicester) that fall under the jurisdiction of the Activities & Volunteering Department at the University of Leicester Students’ Union.

Student Groups must abide by the [Student Group Constitution,](https://www.leicesterunion.com/opportunities/societies/committeehub/committeeinduction/) Code of Conduct and all other policies to remain eligible for Grant Funding.

This policy does not form any part of the [Student Group Constitution](https://www.leicesterunion.com/opportunities/societies/committeehub/committeeinduction/) and may be amended at any time. Warning will be given where possible, but is not required.

This policy is in addition to the [Student Group Constitution](https://www.leicesterunion.com/opportunities/societies/committeehub/committeeinduction/) and any other policies and documents held by the University of Leicester Students’ Union.

## How can we get in touch?

If you have any queries or feedback regarding Grant Funding, please email unionactivities@le.ac.uk. You can also receive Student Group financial support and help with completing an application by contacting unionactivities@le.ac.uk.

# Change Log

Updated for new academic year (19/09/2023)

Updated for 2025-2026 academic year (09/06/2025)