

Student Group Grant Funding



2023/24 Handbook

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STUDENTS'
UNION

Student Group Grant Funding

2022/23 Guidelines

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1. 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 **£44,000** available for Student Groups to apply for in 2023/24. This is an increase on last year's total and will allow us to fund more groups! 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. Due to the break up of

Term	Amount allocated	Ring-fenced for Liberation
Term 1	£20000	£2000
Term 2	£17000	£1700
Term 3	£7000	£700

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. This will help make your application as strong as possible, and maximise your chances of being approved for funding.

2. Equity & Inclusion Aims

- 2.1. 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 2023/24 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.

- 2.2. The 10% 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.

3. How much can our Student Group apply for?

- 3.1. All affiliated Student Groups (including New Student Groups, see 3.4) can make as many applications as they like throughout the year. Applications from Team Leicester Clubs are subject to additional guidelines (see 4.4).
- 3.2. The **absolute maximum** total Grant Funding that any one Student Group (including New Student Groups, see 3.4) can receive in the academic year 2023/24 is **£1500.00** (£3000 for Tier 4 Sports Clubs). We cannot guarantee that we will be able to fund every application, so please make sure you plan accordingly.
- 3.3. 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.
- 3.4. 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.

4. What is and isn't eligible for Grant Funding?

- 4.1. 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 to book the accommodation.
Any projects, events or campaigns that are linked to national, cultural and/or faith aims.	10% of our available Grant Funding has been ring-fenced to support this. See Section 2 for full details.
Any projects, events or campaigns that specifically aim to increase participation for students from liberation backgrounds.	10% of our available Grant Funding has been ring-fenced to support this. See Section 2 for full details.
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: a) Where you intend to store the equipment b) How long you expect it to last until it needs replacing.
Fuel for cars	Fuel costs are calculated at £0.25 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. roller banners 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	Before applying, Student Groups should contact sutransport@le.ac.uk who will help them find the cheapest form of transport.

4.2. Student Group Grant Funding **cannot** be used to cover the following costs:

	Alternative
Alcohol	
Committee-exclusive events	Open your event to every member of your Student Group.
Individual member's affiliation to governing bodies, associations, or groups	Group affiliations (see 3.1).
Individual travel discount cards (i.e. railcards, coach cards, visitor Oyster cards)	
Late applications	Refer to section 8 for information on deadlines.
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 (see 3.1).
Personal items (e.g. clothing, uniform, personal equipment)	Options like the University Hardship Fund may be more useful in these cases.
Fundraising initiatives (including for charity)	
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 University of Leicester students.
Training or qualifications for an individual	Group workshops and training (see 3.1). Sport & Active Life offer coaching pathways.
Websites for your Student Group	Each Student Group has their own webpage on www.leicesterunion.com which is free to use.

4.3. **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.

4.4. 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.

5. How do we apply?

- 5.1. 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](#). 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.

- 5.2. 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 7). 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.

- 5.3. 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 (see section 6).
 - 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.

- 5.4. 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.

6. Key Dates

You can submit a Grant Funding Application at any point, 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.

	Submission Deadline:	Expected response date:
Term 1	01/10	09/10
	15/10	23/10
	29/10	06/11
	12/11	20/11
	26/11	04/12
	10/12	18/12
Term 2	07/01	15/01
	21/01	29/01
	04/02	12/02
	18/02	26/02
	03/03	11/03
	17/03	25/03
Term 3	09/03	15/04
	21/04	29/04
	06/05	13/05
	19/05	28/05
	02/06	10/06
	23/06	01/07

7. Societies Council

- 7.1. Chaired by the Activities Officer, 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](#).
- 7.2. 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.
- 7.3. 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.

8. Appeals Process

- 8.1. 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.
- 8.2. Appeals for late applications and retrospective applications (for expenses that have already been paid) will be automatically rejected
- 8.3. 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.

9. Additional Information

- 9.1. 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.
- 9.2. Student Groups must abide by the [Student Group Constitution](#), Code of Conduct and all other policies to remain eligible for Grant Funding.
- 9.3. This policy does not form any part of the [Student Group Constitution](#) and may be amended at any time. Warning will be given where possible, but is not required.
- 9.4. This policy is in addition to the [Student Group Constitution](#) and any other policies and documents held by the University of Leicester Students' Union.

10. 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)