

Societies – Recurrent Grant Application

Every year, the Students’ Union awards recurrent grant funding to Cultural, General Interest, and Academic Societies. This is your main funding pot to cover regular expenditure on your yearly activities and events.

Unfortunately, the Students’ Union is unable to award grant funding to Political, Religious, or Charitable Societies. If you are unsure which category your Society falls into, just email [societies@qub.ac.uk](mailto:societies@qub.ac.uk).

In this form, we ask you to give an indication of how much funding you think your Society will require for 2022/23. We will take this figure into account but be aware that we do not have enough funding to necessarily award every Society the full amount that they request. Society grants normally range from £150 - £850, so plan for a sum somewhere in this range.

Please complete this application to the best of your ability, as incomplete responses will reduce your overall mark. You should submit your completed application as an email attachment to [societies@qub.ac.uk](mailto:societies@qub.ac.uk) by the deadline below.

**Submission deadline**: Monday 29th August, 12 noon

If you have any questions or if you are unsure of how to complete any aspect of this form, please email [societies@qub.ac.uk](mailto:societies@qub.ac.uk) **well in advance of the deadline**. Late applications may not be considered.

Every application will be marked and the mark will determine how much funding is allocated. We will endeavour to complete this process and award all funding by mid-September.

**Important:** You will receive 75% of your allocated grant in September. Once you have spent this, you will receive the remaining 25%.

If your Society hasn’t spent the first 75% of its grant by the end of April 2023, you will not receive the remaining 25%. This funding will be redistributed to other Societies who could use it instead. There will be a short application process to determine how any such funds are distributed.

# **Recurrent Grant Application**

## **Basic Details**

Remember that all Societies are expected to have already:

* Submitted their 2021-22 Annual Report and AGM Minutes
* Registered their 2022-23 executive committee online [here](https://www.clubssocieties.qubsu.org/signingup)

*Failure to meet the requirements above may impact your Society’s funding allocation. Funds will not be allocated to your Society if the requirements above have not been met.*

1. Society **name**

Click or tap here to enter text.

1. Society QUB **email**

Click or tap here to enter text.

1. Is the Society’s QUB email inbox being **regularly checked** by the current committee?

Yes  No, please provide us with the password

1. Please provide details of your Society’s 2022-3 **executive committee**:

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Student No.** |
| **Chairperson** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Secretary** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Treasurer** | Click or tap here to enter text. | Click or tap here to enter text. |

## **General Information** – think about each of these questions carefully and give considered, detailed responses.

|  |  |
| --- | --- |
| How would you summarise the **key goals and activities** of the society?  How does your society enhance the **student experience** at Queen’s? | Click or tap here to enter text. |
| Is the society affiliated to any **wider organisations or national bodies**? Please give details if so, including any associated costs such as affiliation fees. | Click or tap here to enter text. |
| Does the society have any particular **insurance** requirements? How are these currently covered? | Click or tap here to enter text. |
| How do you ensure that **underrepresented groups** are welcome in your society? *Please give specific examples and consider groups such as disabled students, LGBTQIA+ students, international students, mature students and so on.* | Click or tap here to enter text. |

## **Annual Plan**

In this section, you should provide details of what the Society aims to achieve in 2022/23, and what resources you will need. ‘Resources’ could include the likes of funding, workshop leaders, training sessions, and so on.

If you will require grant funding to support any events or activities, please **make sure** to detail this in the ‘expenses’ column.

Add lines to the table by clicking into any box and then clicking the blue + symbol on the right hand side.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Planned Events / Competitions / Activities etc.** | | | | |
| Event / Aim | Description | Location and Date | Any income anticipated | Any expenses anticipated or resources required |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

## **Grant Use**

|  |  |
| --- | --- |
| **Last Year’s Grant Funding**  We will check the Society’s current and past financial statements as part of the grant application process. We may take into account whether the society was over- or under-funded last year. | |
| If your Society significantly **underspent** its grant last year, please explain why. | Click or tap here to enter text. |
| Or, if your Society **was not awarded enough** grant money last year, please explain why and summarise the challenges faced.  Please give details of any independent fundraising or income generation by the Society last year. | Click or tap here to enter text. |
| **This Year’s Grant Funding** | |
| Based on the expenditures you have outlined in your Development Plan above, and in addition to any other costs (please list those here), how much grant funding do you anticipate the society will need in **total**? | Click or tap here to enter text. |
| Can you confirm that you have read and understood the **Recurrent Grant Spend Rules** below\*? | Click or tap here to enter text. |

\*Recurrent Grant can be spent on the following:

* Travel expenses on behalf of the Club / Society as agreed by the committee.
* Printing expenses on behalf of the Club / Society as agreed by the committee.
* Competition entry fees.
* Affiliation / membership fees to a related external body as agreed by the committee.
* Insurance fees.
* QUB facility usage for educational / sporting events related to that particular Club / Society.
* Coaching / educational speaker / physiotherapist / referee.
* Medals / trophies for official Club / Society competitions or events.
* Sporting kit as agreed by the committee.
* Equipment / stationery / medical supplies **will be reviewed on a case by case basis**.
* Any non-sporting kit requires **at least 50% contribution from Own Funds**.
* **Recurrent grant cannot be spent on social events, including costs towards food & drink and Society formals.**