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**Societies – Recurrent Grant Application 2023-24**

Every year, the Students’ Union awards recurrent grant funding to Academic, Campaigning, Cultural and General Interest 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 su.[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 2023-24. 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. 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.

You should submit your completed application as an email attachment to su.[societies@qub.ac.uk](mailto:societies@qub.ac.uk) by the deadline below.

**Submission deadline**: Wednesday 30th August, 12 noon

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

**Please read the following information carefully before completing your application:**

**Important:** If you are successful, you will not receive your full grant immediately. The grant will be paid in two instalments, with the first instalment being paid by mid-September.

Once you have spent your first instalment in full, you will be given the remaining amount. This helps reduce the overall underspend by Societies by ensuring that funds are not allocated until the Society is ready to spend them.

We will consider the Society’s current and past financial statements to determine what proportion of your grant will be awarded in your first instalment. If your Society significantly underspent your grant last year (or failed to spend any of your grant), this may mean that you receive a smaller amount at first.

If your Society hasn’t spent the first instalment by the end of April 2024, you will not receive the remaining amount. 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 Spend Rules** -Please take these spend rules into account when completing your application.

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 costs or fees.
* Medals / trophies for official Club / Society competitions or events. Please note that this does not include prizes.
* Sporting kit as agreed by the committee.
* Equipment / stationery / medical supplies **will be reviewed on a case by case basis**.
* Any non-sporting clothing requires **at least 50% contribution from Own Funds**.

**Recurrent grant cannot be spent on social events, including costs towards food & drink and Society formals.**

# **Recurrent Grant Application**

## **Basic Details**

Remember that all Societies are expected to have already:

* Submitted their 2022-23 Annual Report and AGM Minutes
* Registered their 2023-24 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 2023-24 **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. |

1. Have at least two members of your Society’s 2023-24 committee attended Society Committee Training?

Yes  No

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

|  |  |
| --- | --- |
| Please summarise your Society’s key goals and activities for the 2023-24 committee year.  How will these goals and activities enhance the **student experience** at Queen’s? | Click or tap here to enter text. |
| How will you ensure that **underrepresented groups** are welcome in your Society? How will ensure that your 2023-24 activities are accessible to these groups?  *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. |

Is the Society affiliated to any **wider organisations or national bodies**?

Yes  No

If yes, please give details:

Click or tap here to enter text.

Does the Society have any particular **insurance** requirements?

Yes  No

If yes, please give details:

Click or tap here to enter text.

## **Plan for Grant Spend**

In this section, you should provide specific details on how your Society plans to spend the Recurrent Grant, using the following prompts:

**Goods/Service:** Please provide specific details of what it is you are purchasing.

**Description:** What is this good or service being used for?What event, activity or initiative is this spend supporting?

**Supplier**: Who is the supplier of this good or service?

**Timeline**: Please provide an approximate date of when this will be purchased.

**Cost**: How much will this good or service cost?

Keep the grant spend rules in mind when completing this table. You should **not** include activities such as formals, pub crawls, pizza nights etc. as you can’t use grant money to cover these costs.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Plan for Recurrent Grant Spend** | | | | |
| **Goods/Service** | **Description** | **Supplier** | **Timeline** | **Cost** |
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|  |  |  |  | Total Cost: |

*You can add lines to the table by clicking into any box and then clicking the blue + symbol on the right hand side.*

## **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 Plan for Grant Spend above, 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\***? | Click or tap here to enter text. |