

2023/24 Club Grants Application

Every year, the Students’ Union works with Queen’s Sport to award grant funding to our sporting clubs. There are three types of grants on offer, which are covered in the three sections of this form:

* **Recurrent Grant, pages 2-6**: *This is your club’s annual funding pot to cover regular activities and expenditure. All clubs must complete this section.*
* **OPTIONAL Capital Grant, page 7**: *Complete this section if your club needs to purchase, repair, or replace equipment.*
* **OPTIONAL Intervarsity Grant, page 8**: *Complete this section if your club requires financial support to host or attend an intervarsity.*

Please complete this application to the best of your ability, as incomplete responses will reduce your overall grade. If your club is not applying for a Capital or Intervarsity Grant, you can simply leave these section(s) blank. You should submit your completed application as an email attachment to [clubs@qub.ac.uk](mailto:clubs@qub.ac.uk) by the deadline below.

**Submission Deadline**: **5pm, Friday 8th September 2023**

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

As of August 2021, sports clubs have been graded in a ‘Club Development Pathway’ programme that will be managed by the Students’ Union Sport Clubs Development Officer and Queen’s Sport to enhance the development opportunities for all sporting clubs at Queen’s. Further information on the structure of the club development pathway, current grading of all student clubs and upcoming opportunities to enhance the student experience for your club members will be communicated to clubs in semester 1.

Every application will be graded by both the Students’ Union and Queen’s Sport. All **successful** applications are entitled to a minimum award of £250 and we will endeavour to complete this process and award all funding by the 29th September.

# **Recurrent Grant**

All clubs must complete the Recurrent Grant section of this application.

## **Criteria Breakdown**

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| --- | --- | --- |
| **Criteria** | **Assessed by** | **Marks available** |
| Completion of all requirements under *Basic Details* | SU records | 5 marks per requirement |
| Average number of registered Student Members in last three academic years | SU records | Marks allocated in proportion to size of membership |
| Accurate responses to *General Information* questions | Application form | 5 marks for section fully complete |
| Comprehensive and detailed *Calendar of Activity*, with all boxes filled in | Application form | 25 marks |
| Detailed goals identified under *Development Areas* | Application form | 10 marks |
| Specific funding needs (e.g. travel costs, equipment needs) | Application form – *Calendar of Activity* and *Grant Use* | Appropriate consideration will be given to **specific**, **itemised** funding needs highlighted here |

## **Basic Details**

|  |  |
| --- | --- |
| Club Name |  |
| Club QUB Email |  |
| Does your committee have access to your Club QUB email? |  |
| Your Club will be marked on whether it has:   * Submitted its 2022-23 Annual Report * Submitted its 2022-23 AGM Minutes * Registered **all three** 2023-24 executive committee members [here](https://www.clubssocieties.qubsu.org/signingup) * *Failure to meet the requirements above may impact your Club’s funding allocation.* | |

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

|  |  |
| --- | --- |
| Is the Club affiliated to a **National Governing Body** (NGB)? If so, please give details of:   * Affiliation fees * Any insurance policies provided by the NGB * Any other relevant info |  |
| What **insurance** requirements does the club have? How are these currently covered?  *\*Remember it is the responsibility of the Club committee to inform your members that they are* ***only covered for Public Liability insurance as a Queen’s Student.*** *Any additional cover, such as ‘Personal Accident & Injury’ must be sourced by the Club or the Individual themselves if they wish.* |  |
| Does the club have a regular **booking with the PEC** or any other Queen’s Sport facility? If so, please summarise the details here. |  |
| If the club does **not use a Queen’s Sport facility**, please give details of where you regularly meet / train. |  |
| Does the club commit to attend 2023/24 **Club Network Forum meetings** on the dates below? You should have at least one committee member representing your club at each meeting.  All meetings will take place in the new Elmwood One Student Centre. You will be notified of which room/area in due course. |  |
| |  |  |  |  | | --- | --- | --- | --- | | **Group** | **October** | **November** | **February** | | **1** | 2nd, 10.30 | 20th, 10.30 | 19th, 10.30 | | **2** | 2nd, 2.30 | 20th, 2.30 | 19th, 2.30 | | **3** | 3rd,10.30 | 21st, 10.30 | 20th, 10.30 | | **4** | 3rd, 2.30 | 21st, 2.30 | 20th, 2.30 | | **5** | 4th,10.30 | 22nd, 10.30 | 21st, 10.30 | | **6** | 4th, 2.30 | 22nd, 2.30 | 21st, 2.30 |  |  |  |  | | --- | --- | --- | | **Group 1** | **Group 2** | **Group 3** | | Airsoft  Archery  Wakeboard and Waterski  Skydiving  Snowsports  Sub-Aqua  Surfing  Ultimate Frisbee | Caving  Badminton  Cricket  Tennis  Squash  Trampoline  Table Tennis  Golf  Snooker and Pool  Mountaineering | Boxing  Brazilian Jiu Jitsu  Fencing  Judo  Kickboxing and Muay Thai  Taekwondo  Wado-Ryu Karate  Tai-Jutsu  Powerlifting | | **Group 4** | **Group 5** | **Group 6** | | Athletics and Harriers  Cycling  Equestrian  Motor  Paddlesport  Rowing  Sailing  Swimming, Waterpolo and Lifesaving  Triathlon  Underwater Hockey | Camogie  Football  GAA Handball  Gaelic Football  Hockey  Hurling  Lacrosse  Rugby  Australian Rules Football | Basketball  Cheerleading  Dance  Dodgeball  Floorball – Unihoc  Netball  Olympic Handball  Volleyball  Aerial Sports  Cricket | | |

**Essential Club Operating Costs**

In this section, you should provide details of what your club class as ‘essential spend’ to operate throughout the 2023/24 season.

Examples of potentially ‘essential’ operating costs include (but are not limited to):

* External facility hire
* Competition Fees
* NGB affiliation costs
* Equipment

**\*Please note that anything listed in the ‘Essential Club Operating Costs’ should not be duplicated elsewhere on this application\***

Any essential equipment needs stated here must not already be owned/in possession of the club.

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| --- | --- | --- |
| Essential Club Operating Costs: | | |
|
| **Item:** | **Cost:** | **Rationale:** |
| ***EXAMPLE:***  *SSI Regional Championships - Entry Fee* | ***£250***  *(£125 x 2 squad entries)* | *The SSI Regional Championship is one of the club's major competition each season and is critical in enticing membership as it is the flagship event for university competition in our sport.* |
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## **Club Development**

**Calendar of activity**

In this section, you should provide details of what the club aims to achieve in 2023/24, and what resources you will need to do so. ‘Resources’ could include the likes of funding, coaches, training sessions, and so on.

Please include competitive and non-competitive events, social activities, fundraising events, intervarsity matches, etc.

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| --- | --- | --- | --- | --- |
| **Planned Events / Competitions / Activities etc.** | | | | |
| Event | Description | Location and Date | Any income anticipated | Any expenses anticipated or resources required |
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|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| *Add more rows as needed* |  |  |  |  |

Development areas for 2023-24

**Please give specific detail in your answers to the following Club Development questions:**

|  |  |
| --- | --- |
| How does your Club enhance the student experience at Queen’s? How could this be developed in 2023-24? |  |
| How will you ensure that underrepresented groups are welcome in your Club? Please give specific examples and consider groups such as disabled students, LGBTQIA+ students, international students, mature students etc. |  |
| Looking at the [Club Development Pathway](https://www.queensperformancesport.net/club-development) model, which areas would the Club like to improve in this year? |  |

## **Grant Use**

|  |  |
| --- | --- |
| **Last Year’s Grant Funding**  We will check the Club’s current and past financial statements as part of the grant application process. We may take into account whether the club was over- or under-funded last year. | |
| If your club significantly **underspent** its grant last year, please explain why.  We understand that most Clubs will have been significantly impacted by coronavirus-related restrictions |  |
| If you feel your club **was not awarded enough** grant money last year, please explain why and summarise the challenges faced. |  |
| **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 club will need in **total**? |  |
| Can you confirm that you have read and understood the **Recurrent Grant Spend Rules** below? \* |  |

\*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.**

# **Capital Grant**

Please complete this section if your club requires assistance purchasing or replacing equipment.

|  |  |  |  |
| --- | --- | --- | --- |
| Did the club receive a Capital Grant **last year**? If so, what for? | |  | |
| Have you submitted an up-to-date club **inventory** to [su.clubs@qub.ac.uk](mailto:su.clubs@qub.ac.uk) ? This should include a valuation and description of each item *(e.g. new, good condition, poor condition, urgently in need of replacement)* | |  | |
| Do you understand the Capital Grant funding, if awarded, must be spent on the item(s) **specifically** outlined below? | |  | |
| Please detail the equipment you require in the table below: | | | |
| **Description of equipment, including supplier.** *Please include an online link where possible.* | **Why is this equipment necessary for the club?** | | **Cost of equipment** |
|  |  | |  |
|  |  | |  |
|  |  | |  |
| *Add rows as necessary* |  | |  |

# **Intervarsity Grant**

Please complete this section if your club requires assistance to host or attend an intervarsity event.

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| --- | --- |
| Please provide a **detailed description** of the intervarsity event which the club will host or attend in 2023/24  *Include dates, times, venues, tournament overview, relevant governing body information.* ***Is this event registered with SSI or BUCS?*** |  |
| Please provide details of the event **costs**, inc:   * Booking fees * Travel costs * Facility hire * Trophies / prizes * Entertainment * Celebration dinner * Any other (please detail) |  |
| Please provide details of the event **income**, inc:   * Participation fees * Any relevant external grants * Fundraising (please detail) * Sponsorship (please detail) * Any other (please detail) |  |