

---

**DURHAM\$U**

**GRANT APPLICATION  
GUIDANCE**

# Student Group Grant Allocations Guidance

This guide covers everything you need to know about the SU grants for student groups. Grants are to enable student groups to widen participation in their activities and to develop current members. Groups should ensure that they are financially sustainable through seeking other sources of income too such as membership fees (societies and media groups only), sponsorship and event entry fees.

Each group can be granted a maximum of £1000 in total each academic year, but the funding available is limited. Any unspent

Application deadlines and forms can be found on the Students' Union website: [www.durhamsu.com/student-group-resources/funding-your-group/grant-allocations](http://www.durhamsu.com/student-group-resources/funding-your-group/grant-allocations).

## Types of Grant:

### Start-up Grant

New societies can apply for a Start-up Grant of up to £100 within three months of being ratified by Societies Committee (the months July-September are not included in this time). These applications are considered by the Opportunities Officer and a Students' Union staff member selected by the Chief Exec of Durham Students' Union.

### Ordinary Grant

The Ordinary Grant Allocations period usually takes place in Michaelmas term. Student groups can apply for funding to cover events and activities for the rest of the academic year. However, grants cannot be used to cover costs of regular meetings and activities, which should be covered by membership fees and other funding sources. Ordinary Grant applications are reviewed by the Governance and Grants Committee.

### Special Grant

Groups can apply for a Special Grant for situations of unexpected costs to the group, which could not be planned for in the previous round of Ordinary Grant Allocations e.g. getting further in a competition than anticipated, or the costs of an activity increasing.

Applications should include explanations of why the group could not apply for the funding during the Ordinary Grants Allocations period. Special grant applications are reviewed by the Governance and Grants Committee between the Ordinary Grants period and the end of the academic year.

### Association Grant

Associations receive £500 of core funding each academic year but can apply for a grant of an additional £500 to fund campaigns and events planned for the year. Applicants should demonstrate how far funding will advance the Association's capacity to represent, campaign for, and support student members. Association grant applications are reviewed by the Governance and Grants Committee throughout the year.

### Cultural Fund

Any group can apply for funding, up to £500, at any point throughout the year. This funding is for events/activities that have cultural/international dimensions that further your student group's aims and you will need to outline how your event will engage the wider community.

## Completing the Application

The allocation criteria are set by the Student Group Grant Allocations Regulations and are listed on the application form. Grants are allocated objectively based on how well applications comply with the criteria. Putting together a strong case will give your group the best chance of receiving funding. Please see the example applications at the end of this guide.

The application should be well evidenced and show efforts taken to make activities inclusive and accessible to all students.

Funding is limited so it may not be possible to fund all the activities and equipment applied for. You should shop around for the best deals and look for other sources of funding, which should be evidenced in the application. It is your responsibility to ensure that those reviewing your application are fully informed about your intentions for the grant.

## Grants criteria

### Applications will only be considered if:

- The application is received before the deadline.
- The application is fully completed, including an annual budget for the group.
- At least one member of the student group Exec has attended the training required.
- Supporting budgets, plans and evidence have been attached to the application. You should avoid applying for grants retrospectively as this demonstrates poor planning.
- The group has not already received £1000 in grants during the academic year.

### The following factors will be considered with a grant application:

- How far the funding will advance the group's aims.
- The extent to which measures have been taken to seek other sources of funding e.g. sponsorship and small participant fees.
- The measures taken to ensure value-for-money of membership.
- Measures taken to increase participation e.g. low membership fees, inclusive activities, attendance at the Union Fair and running Give it a Go sessions.
- Number of members registered on the Durham Students' Union website.
- The size of the group's finance reserves.
- The student group's participation in the Union's governance and democracy.
- Attendance at student group training sessions.

### Students' Union grants cannot fund:

- Activities or events whose primary aim is fundraising for other charities.
- Donations to charities, political parties or other similar activities.
- Expenditure which only benefits an individual, or a small number of individuals e.g. personal equipment or apparel (stash).
- Any event which is self-funding, or contingency money for an event.
- Food and drink, unless it relates directly to the aims of the group i.e. a food tasting event for an international society. This includes social events that do not directly relate to the aims of the group e.g. a society meal or ball.
- Conference attendance that will not benefit the student group as a whole.

## Attendance at training

For Start-up Grants the Exec should have attended the induction session provided by SU staff; for all other grants, an exec member must have attended finance training.

## Governance and Grants Committee

Governance and Grants Committee is a sub-committee of Assembly, the highest democratic body of the Students' Union. The Committee is made up of the Student's Union President,

the Opportunities Officer, the Chair of Assembly, one student trustee, and five students elected by Assembly. One of the purposes of the Committee is to review student group applications for Ordinary and Special grants, ensuring that Union funding is fairly distributed to the groups that apply.

### Example Applications

#### Example A – Full funding received

Scout & Guide society grant application:

Date & Time of activity		02/2019
Venue		Tees Barrage International White Water Centre, Stockton-On-Tees
Description of event/activity		Two hours of white water rafting with two rafts for up to 12 participants.
Amount of funding requested		£300
Total cost of activity		£410

<p>How far the funding will advance the group's aims and charitable aims of the Union? <i>Please refer to your group's aims as detailed in your constitution</i></p> <div data-bbox="193 456 542 842" style="border: 2px solid purple; padding: 10px; margin-top: 20px;"> <p><b>Comments:</b> A full explanation is given for why this activity should be funded, it's inclusive, they have sourced the cheapest option and it benefits a reasonable amount of people and they have provided evidence.</p> </div>		<p>Scout and Guide Group (DUSAGG) would like to involve Queen's Campus students in the society a lot more. Consequently, DUSAGG would like to organise an event that takes place in Stockton-On-Tees, as it is difficult for Queen's students to attend the majority of our events, and they do not know enough about our society to attract them to make the effort to come to Durham City. Students living in Durham will use the X12 bus to save travel costs.</p> <p>White water rafting is something the society has not done before and is something that cannot be done in Durham City. It is also a more unusual activity that most students would not have the chance of taking part in normally, not least because of the normal price of the activity. DUSAGG has been offered the education prices for raft sessions, which last 2 hours, at the price of £205 per raft (6 people) down from £300. Based on attendance at previous adventurous events, the society would probably require two rafts (up to 12 people).</p> <p>The aim of the activity is for members from both Durham and Queen's to try something new, and to increase awareness of our society within Stockton. This is a team building activity that would greatly benefit the individual participants, particularly in gaining confidence on the water, and it will be an event that they are sure to remember. The exact date and time needs to be determined - Epiphany term has not been thoroughly planned yet. DUSAGG is applying for a grant from the Students' Union to make the event more affordable for students.</p>
<p>Please detail the extent to which measures have been taken to seek other sources of funding, e.g. ticketing, sponsorship and membership fees</p>		<p>Participants will pay a small fee ranging from £9 to £15 depending on how many people sign up (if all places are filled everyone will pay £9). The society will cover any remaining costs.</p>
<p>What are the measures taken to ensure value for money and what is the number of students that will benefit from the funding?</p>		<p>12 students will benefit from the funding and it will include students from Queen's Campus. There is a 50% discount for students which is the cheapest way we can do the activity with the students paying as little as possible but still contributing to the activity.</p>

Please outline the student group's participation in the Union's governance, democracy and training events.		Society Treasurer attended Finance Training 13/6/18 Society President attended Societies forum 6/6/18
--	---	--

**Comments:** The exec members have attended the appropriate training and societies forum. The participants are paying themselves to cover the costs so they aren't going for free and just relying on the grant funding.

Evidence:

White Water Rafting Inbox x

---

 **President DUSAGG** 11:08 (12 hours ago) ☆  
Dear Sir or Madam, I am from Durham University Scout and Guide Group, which i...

 **Enquiries** 15:14 (8 hours ago) ☆  
to me ▾

Hi Kara-Jane

Our white water rafting prices for education groups are £205.00 per raft of 6 people for 2 hours. We can take up to 30 people at any one time.

Also for students with a valid student card we are offering [www.laterafts.co.uk](http://www.laterafts.co.uk), check this website out as we are offering 50% discount to students. Single seats on rafts.

Kind Regards  
Sharon

**Sharon Colmer**  
Administration Officer  
Tees Barrage International White Water Centre  
Tees Barrage Way  
Tees Barrage  
Stockton on Tees  
TS18 2QW

**Example B – Partial funding received**

Full Name of Group	Improvised Comedy (Shellshock!)
Name of person and position title submitting application	<i>Society treasurer</i>
Please provide your group's aims	From the society's constitution: i) To provide regular workshops in improvised comedy for new and experienced improvisers alike. ii) To organise improvised comedy performances around the university and further afield. iii) To organise regular socials for society members. iv) To train members in key improvisational skills, using a training syllabus.
How much does your student group hold in reserves? If it is higher than £1000, please explain why funding is needed.	£***.** excluding £***.** SU grant allocated in Easter term 2015. If we take into account the SU grant allocated for the Edinburgh Festival Fringe, we have a moderately large amount held in reserves. However we need to put a lot of capital towards this event. The cost of taking a show to the

	Fringe is very high, including venue hire and the Fringe Society programme fee. Further, we have to pay for many things before receiving any income from ticket sales, for example the venue deposit. The reserves allow us to pay for expenditures prior to shows and to cover the cost of unexpectedly low ticket sales which may result in debt otherwise.
Please list name of your representative and the dates they attended finance training	<i>Society treasurer, Nov 2015</i>

**Comments:** The group reserves have been explained and the relevant training has been completed.

Activity 1	Improvised Comedy Shows at Vane Tempest
Date and Time	Friday evenings fortnightly
Venue	Vane Tempest, Dunelm House
Description	Every fortnight, we hold shows at Vane Tempest where the society's improvisers take to the stage performing short and long form comedy based entirely on suggestions from the audience. The shows are usually 50 minutes long in two halves. The shows have received brilliant reviews from the Palatinate on many occasions.
Total amount of funding requested for Activity 1	£128
Total cost of Activity 1	£128
Supporting documentation	Print screen of printing costs
Please detail any other income for Activity 1 (i.e. sponsorship, ticketing, advertising etc.)	We have generated income from ticket sales of one off improvised comedy shows where we have charged for tickets. The income contributes to the cost of the regular Vane Tempest shows.
Please explain why your group should receive funding for Activity	<p>There are usually 6-8 members performing and we usually have an audience between 20-30 people. The number in the audience is only limited to the maximum capacity of Vane Tempest.</p> <p>The funding will allow Improvised Comedy to publicise the events effectively across the university campus, attracting a larger audience than other methods of publicity. This gives a larger number and varied suggestions which creates a more interesting and dynamic premise for the show.</p> <p>The funding will benefit the wider student community as it allows Improvised Comedy to have free shows accessible to all. Any member of the university can come to see the show and find out more about the society. We publicise our weekly student-led workshops at the end of every show so any university member can have a taster session to get improvising themselves or to simply watch more. We find a large proportion of new members throughout the year have been to a show before.</p>

**Comments:** no funding was given for this activity because it's a regular activity and a core part of the society so membership fees should cover this.

Activity 2	Improvised Comedy Collaborative
Date and Time	30 January 2016
Venue	Leeds Students' Union
Description	There are many potential opportunities for Improvised Comedy Society to visit improvised comedy festivals, perform at other universities or invite other improvised comedy societies for a comedy collaborative. For example, Leeds University Comedy Society has a very similar student group structure and comedy troupe 'The Improprofessionals'. We plan to arrange a comedy collaborative between another university group and ourselves on a weekend next term. This may involve members of either group travelling to attend a joint workshop and performing a show.
Total amount of funding requested for Activity 2	£150
Total cost of Activity 2	£368
Supporting documentation	Print screen of train ticket cost.
Please detail any other income for Activity 2 (i.e. sponsorship, ticketing, advertising etc.)	The cost of the trip will be covered by the members of the society but we wish the grant to subsidize the cost of transport.
Please explain why your group should receive funding for Activity 2.	<p>The trip will be advertised to the whole society and all members are welcome to join. We estimate 20 members will want to attend.</p> <p>In addition to organising and participating in comedy collaboratives in Durham, such as 'That Comedy Show' at the Assembly Rooms earlier this term, one of the aims of Improvised Comedy this year is to reach out to other improvised comedy societies.</p> <p>The members will attend a workshop led by someone outside the society and participate in new exercises and games with different improvisers. This would be a very enriching experience as members will be able to develop new skills and experience a different styled workshop. They will also have the opportunity to gain more performing experience. Moreover, the new material covered can be introduced to the weekly workshops to develop the skills of the members who did not attend.</p> <p>The opportunity to travel to meet other improvisers and attend workshops outside the ones led by our student workshop officers will attract new members. Generally, a more experienced cast will raise the standard of our fortnightly free improvised comedy shows.</p>

**Comments:** An affordable fee has been set to help cover costs and a number of students will be involved in the activity. Funding for this event will help develop member so full funding was given for this activity.

**Evidence**

Tickets	Price
Single Fare - Outward journey	
1 x Adult - Advance (16-25 Railcard) Saving £4.70	£9.20
Single Fare - Return journey	
1 x Adult - Advance (16-25 Railcard) Saving £4.70	£9.20
<b>Total</b>	<b>£18.40</b>
Ticket provider:	
CrossCountry	
	
<input type="button" value="Add to basket"/> <input type="button" value="Buy now for £18.40"/>	

**Comments:** Evidence of planning and of seeking value for money.

### Example C – No funding received

This example shows an application that would not receive funding. It is based on previous unsuccessful applications but the group is a fictive society.

#### Section 1 – General Information

Full Name of Group	Viking society
Name of person and position title submitting application	<i>Society president</i>
Please provide your group's aims	<ol style="list-style-type: none"> <li>To provide a space in which people can further their interest in all things Viking related.</li> <li>To educate people about the Viking people.</li> <li>To re-enact Viking traditions (within the law).</li> </ol>
How much does your student group hold in reserves? If it is higher than £1000, please explain why funding is needed.	£***.** <b>Comments:</b> The relevant training has not been attended.
Please list name of your representative and the dates they attended finance training	-

#### Section 2 – Events, activities or projects

Activity 1	Social
Date and Time	An evening in June
Venue	TBC
Description	A society meal
Total amount of funding requested for Activity 1	£200
Total cost of Activity 1	£200 (based on 20 people each with a meal costing about

	£10)
Supporting documentation	-
Please detail any other income for Activity 1 (i.e. sponsorship, ticketing, advertising etc.)	The remaining cost of the bill after £200 has been deducted will be split between members.
Please explain why your group should receive funding for Activity 1.	We want to get as many of our members along to the event as possible and making it free or very cheap should attract lots of people to come along. This will be a good chance for members to get to know each other.

**Comments:** Grants cannot be used to pay for food, unless it is the specific focus of the activity. I.e. the society may receive funding for a Viking food tasting event. The application does not show how the event will further the specific aims of the group. Other sources of funding should be sought to reduce costs. No funding would be granted for this activity.

Item No.	Item/ service name	Quantity	Total Cost (gross)	Total grant cost	Is the item essential for safety?	Evidence number
1	Branded T-shirts	3	£30	£30	No	-
	Please explain why your group should receive funding for these items.	We want to buy branded T-shirts for the exec.				

**Comments:** This would only benefit a few members of the society, and the purpose of these T-shirts is not explained.

## Evidence

*None attached.*

**Comments:** No evidence or supporting documentation has been attached.

## Budgeting

It is a requirement that groups attach their annual budget to their application and supporting budgets for the activities applied for. You can find further information on creating a budget online.

### Example of an annual budget

DESCRIPTION	PROJECTED			ACTUAL			VARIANCE		
	IN	OUT	BALANCE	IN	OUT	BALANCE	IN	OUT	BALANCE
Membership Income	£900.00		£900.00	£ 800.00		£800.00	£100.00		£100.00
Ticket Sales for Event	£400.00		£1,300.00	£ 500.00		£1,300.00	£100.00		£0.00
Venue Hire		£ 750.00	£550.00		£ 750.00	£550.00		£0.00	£0.00
Ticket Printing		£ 75.00	£475.00		£ 150.00	£400.00		£75.00	£75.00
Travel		£ 250.00	£225.00		£ 250.00	£150.00		£0.00	£75.00
Stash Oder		£ 150.00	£75.00		£ 150.00	£0.00		£0.00	£75.00
Merchandise Sales	£250.00		£325.00	£ 200.00		£200.00	£50.00		£125.00
Membership Income	£600.00		£925.00						
Stash Oder		£ 150.00	£775.00						
Merchandise Sales	£200.00		£975.00						

----- Current Date

### Example of an event budget

Durham Students Union				Costs		Notes
Student Group event budget				Expenditure (including VAT)	Line Total	
<b>Name of event:</b>	'Specific Event'			Catering	£300.00	VAT - VAT on expenses will be reclaimable so long as a VAT charge is made - ie tickets and sponsorship. Not all expenses have VAT charged on them - typically Venue Hire is VAT Free. Other expenses will have reclaimable VAT, but only if a VAT receipt is obtained that shows the VAT number of the supplier.
<b>Date of event</b>	31 June 2017			Printing of tickets	£75.00	
					£0.00	
<b>Student Group:</b>	Swing Society				£0.00	
<b>Completed by:</b>	Dave (Swing Society Treasurer)				£0.00	
					£0.00	
					£0.00	
					£0.00	
					£0.00	
				<b>Total (INC VAT)</b>	<b>£375.00</b>	
				<b>Total (NO VAT)</b>	<b>£312.50</b>	
				<b>Expenditure (VAT Exempt)</b>		
				Venue Hire	£750.00	
				Band	£250.00	
					£0.00	
					£0.00	
					£0.00	
					£0.00	
				<b>Total (No VAT)</b>	<b>£1,000.00</b>	
				<b>TOTAL Expenditure (NO VAT)</b>	<b>£1,312.50</b>	
				<b>Income</b>	<b>£1,354.17</b>	
				<b>Profit/(Loss)</b>	<b>£41.67</b>	
<b>Income</b>						
	Number	Cost	Total			
Tickets	75	£15.00	£1,125.00			
Sponsorship		£500.00				
Other		£0.00				
Please State						
<b>Total Income</b>	INC VAT		<b>£1,625.00</b>			
<b>Total Income</b>	NO VAT		<b>£1,354.17</b>			