



## Grant Funding Process for Student Groups

### 1. Context

- a. Student groups can apply for grant funding for each semester and can apply for funding for one off events.
- b. Once Student groups have completed their affiliation or re-affiliation process, they can apply for funding at any point throughout each semester.

### 2. Request Process

- a. To apply, student groups must complete a UWSU Student Group grant funding form during the time periods advertised on an annual basis.
- b. The funding form is split into the following two sections:
  - i. Request for funding for a one-off event
  - ii. Semester one or Semester two funding request
- c. Student groups are required to raise 10% of grant funding being requested through memberships or other forms income generation.
- d. Any requests outside of the advertised dates must be discussed first with the respective Coordinator (Sports Development Coordinator or Student Groups Development Coordinator) and it will be accepted at their discretion.

### 3. Decision Process

- a. Once the submission is received, the respective Coordinator and the Vice President of Activities will review submissions.
- b. Submissions will be reviewed on a monthly basis as a minimum following the advertised dates for the academic year.

- c. Applications may be rejected due to the following reasons, one or combination:
- i. The form was not completed fully and/or correctly.
  - ii. The activities or purchases listed is benefitting only a select few of the student group and not the wider membership (e.g. Committee hoodies.)
  - iii. The activities do not fall in line with UWSU mission, values and strategy.
  - iv. The activities may lead to criminal activity.
  - v. The activities do not benefit the students of Westminster.
  - vi. The activities pose a high financial risk to UWSU.
  - vii. Purchases are personalised items to an individual, not the whole student group (e.g. business cards.)
  - viii. The purchase or a focus on alcohol with no alternatives.
  - ix. Purchases that do not fall in line with the student group constitution and may go against the Student Groups Code of Conduct. For the avoidance of doubt the Students' Union will not fund an activity which is considered ultra vires.
  - x. Purchases that do not match the event or activity description.
  - xi. Activities and/or purchases which may go against or compete with the Union's commercial services.
  - xii. Unjustified high-ticket items such as but not limited to; first class travel tickets, plane tickets for external speakers, luxury hotels etc.
  - xiii. Purchase of new equipment or resources already owned by the Union and still in good condition.

- xiv.** Unjustified or lack of clarity over how they will generate income if the outgoing costs are over £500.
- d.** The student group will be informed via email if their application is unsuccessful and will be invited to meet the Vice President Activities and respective Coordinator if they wish to discuss their application and provide support if they wish to re-apply.
- e.** If the application has been approved, the student group will be informed via email the amount they have been granted and will be invited to meet with the respective Coordinator to make any purchases and/or plan for future purchases.
- f.** Student groups must try to spend the funding allocated on the items specified in their bid(s) and within the term they applied for it to be spent.
- g.** The respective Coordinator will make public how much grant funding each student group has been allocated as and when it has been given.
- h.** The Lifestyle Team and Vice President Activities will allocate the budgeted amount in the allotted month(s).
- i.** If the total number of grant requests is over the total amount for the monthly budget, the respective coordinators will meet with the student group to discuss alternative options, review the urgency of the items required and evaluate the level of impact if the activity is/is not allocated funding.