

GUILD GRANT FUNDING



The Guild of Students has a limited pot of money with which to support student group activities. Because of the large number of student groups that we support, and the limited funds available, we need to judge all funding requirements by a strict criteria. You may not be able to receive all of the funding that you think that you need.

Grant funding from the Guild should never be relied upon to support the group entirely, you should always plan to use membership fees, money from members for specific activities, sponsorship deals or other fundraising efforts. There are two types of funding:

1. **Annual Grant** - groups apply in the summer term for the following academic year, giving outlines of their long-term activities plan and budget. .
2. **Rolling grant** - a smaller pot of money available through the year for unexpected expenditures which couldn't have been foreseen at the time of the Annual Grant.

PLEASE ENSURE THAT YOU'VE READ THROUGH THIS BOOKLET BEFORE COMPLETING AN APPLICATION FORM. IF YOU HAVE ANY QUESTIONS, PLEASE JUST ASK.

FURTHER INFORMATION

Student Development

Tel. 0121 251 2424

www.guildofstudents.com/studentgroupsandvolunteering
studentgroups@guild.bham.ac.uk

Counter opening times
Monday — Thursday 11—5.30
Friday 11—4.30

WHEN CAN I APPLY FOR FUNDING?

Annual Grant forms must be submitted by the time the Student Development Counter closes on the last day of the summer term, either physically handed in or submitted by email. Always ask for a receipt to say that you've submitted it. Late submissions will not be accepted.

Rolling grant forms can be submitted at any time of the academic year. The Student Groups Committee meets every three weeks during term-time to decide allocations. There is a very limited amount of money available in the autumn term, so rolling grant applications in that term should only be in real emergencies.

WHO JUDGES THE GRANT APPLICATIONS?

After you've submitted your grant form, Student Development staff will check through the information you have provided. If you're not sure about something, please don't just make it up. Ask us if you need to check any facts or figures.

All of the application forms are examined by the Student Groups Committee, which is made up of three students elected by Guild Council and by three members of the Guild Officer Group – the Vice-President Activities and Development (VPAD), Vice-President Sport (VPS) and the Vice-President Democracy and Resources (VPDR). Together, they judge all grant applications and allocate funds according to a set criteria.

WHAT CRITERIA IS USED FOR JUDGING?

The Student Groups Committee looks at the following criteria:

- Number of members
- Membership fee
- Current account balance
- Attendance at compulsory meetings - Better Forums and miniforums
- How the costs relate to the group's constitutional aims
- Percentage of allocated grant spent the previous year
- The nature of the activity, and how it links to the group's objectives
- How active and engaged the group is with the Guild

- The level of detail provided on the grant request form
- Evidence of attempting to fundraise or attract support from other sources
- Value for money

In addition to those specifics, they are also constrained by the amount of money available and the amount that has been requested in total. Even when groups meet all of the criteria, there may not be enough money available to fund everything that the committee would like to.

WHAT IS THE ROLLING GRANT FOR?

The rolling grant was created to enable groups to be able to access a small pot of additional funding throughout the year. This allows for changes in circumstances that lead to costs that couldn't have been foreseen at the time of the annual grant. A very small amount is set aside to be allocated in the autumn term for emergency use. This is primarily for new groups or for those that couldn't apply for the annual grant for some reason.

For the second and third terms, any money that groups haven't spent the previous term is available to be re-allocated. Therefore we can't predict how much money will be available.

If there is a substantial pot of money remaining, Student Development will notify groups accordingly so that we can give as much assistance as possible and ensure that all of the budget is used effectively. Summer term is a good time to apply for equipment funding as there are fewer activities.

HOW MUCH MONEY CAN WE APPLY FOR?

It is impossible to give strict guidelines on how much you can apply for or expect to be allocated because of the nature of the process. The amount available for student groups grants is set at usually just under £50,000. However the number of groups applying, and the amounts that they apply for, varies from year to year. Grant funding is available to all societies, associations and volunteering projects, so up to two hundred groups can be bidding for funds. In 2011, the total amount requested was nearly three times the amount available to be allocated.

Through the annual grant process, the amounts allocated range from £10 to £1200. You should only be applying for money that you think you'll realistically need, in order to help the fair proportioning of resources between groups. You will need to justify why you are asking for the money and include budgets that are as accurate as possible.

WHO IS ELIGIBLE FOR FUNDING?

All student groups officially recognised by the Guild of Students are eligible for grant funding as long as they meet all of the criteria set by Guild Council and the Student Groups Committee.

HOW DO I SPEND THE GRANT?

Money given as grant funding from the Guild goes into your separate grant account, not into the usual current account which your income goes into.

The grant money can be spent in a similar way to your other account(s), in that you could spend the money yourself and then claim it back, or raise a payment directly to a company using an invoice, or get a retail voucher to purchase a Guild service. Alternatively, you could just use your current

account as normal, then use a transfer slip afterwards to move the grant money across, it is up to your personal preference. Although we'll try to help, it is the group's responsibility (particularly the treasurer) to check that this is done correctly, so don't just rely on us to sort it out for you. If you forget to claim it from the right account or miss a deadline, you'll miss out.

Don't be alarmed if you get a statement of your grant account and it says that you're overdrawn, this is because of the way we transfer money around. Ask us for a print out from our spread sheets which will be more up to date.

WHAT HAPPENS IF WE CAN'T DO WHAT WE HAD PLANNED?

If you have received money for a set activity but then your circumstances or priorities change, you can ask that your existing funds be used for another purpose. You can't ask for extra money, but you could change what your money can be spent on.

The decision is at the discretion of the VPAD, so you'll need to convince them that the re-allocation is justified. If you need to do this, just collect a grant transfer request form from the Student Development Counter.

WHAT ARE THE DEADLINES FOR SPENDING MONEY?

When you're allocated any grant money, you should be told about the specific deadlines attached. Usually, funding will be assigned to a specific term, and will need to be spent or transferred by the start of the subsequent term. For example, if you had money for publicity for term one, you'd need to claim it by the end of the first week of term two. If you were given money that wasn't assigned to a set term, or for term three, you need to have claimed it by the end of June. This is because the Guild's financial year ends in July, so all transactions and transfers need to be finalised by then.

WHAT HAPPENS IF WE DON'T SPEND THE GRANT MONEY?

If you haven't spend the grant money by the set deadline, it will be re-claimed from your account and re-allocated to other groups through the rolling grant process. After the deadline has passed, there is no opportunity to claim money back retrospectively.

OTHER FUNDING SOURCES?

Guild grant funding is only supposed to supplement your other income sources. You should not be reliant on the Guild providing funding in order for you to be able to carry out your activities. The Student Groups Committee will be more favourable towards providing funding for groups that already make an effort to raise funds to cover some of their costs, such as through fundraising activities or sponsorship deals. Refer to the committee members resource page on our website www.guildofstudents.com/studentgroupsandvolunteering.

WHAT ISN'T ELIGIBLE FOR FUNDING?

There are certain costs that the Guild can't fund for student groups, so please be aware of these when applying for funding:

Clothing

Food or drink

Events at external venues

Mobile phone bills

Campaigning off-campus (charity law does not allow us to)

Unspecified publicity

Damage to vehicles/equipment

Training that can be provided in-house

Activities outside the objectives of your group

Activities for non-members - this includes people in the local community your group may work with. For example a volunteering project working with children could be allocated grant money to spend on recruiting and training their volunteers, but not for buying resources for the activities they will do with the children.

All requests for funding support should be in line with your group's constitution. If you have any questions about what is, or isn't, eligible for funding, or have any other questions about the grant process or filling out the request form, please just ask us—at the Counter or by emailing student-groups@guild.bham.ac.uk

WHAT IS ELIGIBLE FOR FUNDING?

The majority of costs that we provide funding for are applicable to all groups, and we'd expect most requests to fall under these categories:

- : Publicity (include details of how much/what type and what for)**
- : Guest speaker travel**
- : Transport (including fuel)**
- : Training (including for minibus drivers)**
- : Equipment (including stationary and maintenance)**
- : Affiliations to national bodies**

EXAMPLE

Description: The German Society take 15 of their members to see a German play in Stratford-Upon-Avon. for 15 people, to give students an opportunity to see a performance.

Costs: Transport: £70 (£45 minibus hire, £25 fuel)

 Tickets: £300 (£20 each for 15 people)

Total cost: £370

Total income: £270 ticket sales (£18 each for 15 people, £30 subsidy from membership fee)

Grant requested: £70 for transport

Pick & Mix leaflets are available on a variety of topics, designed to assist you as thoroughly as possible with running your group or understanding the Guild of Students generally

To find out more information, visit the Guild online:
www.guildofstudents.com/studentgroupsandvolunteering

The Student Development department is located on the ground floor of the Guild of Students, and supports student groups, volunteering and training.

Student Development Counter:

The first port of call for any queries and for any administration regarding your group, volunteering or training. During holidays, we're open 12-3pm Mon-Fri, and our general Term-time opening hours are:

11am-5.30pm Monday - Thursday
11am-4.30pm - Fridays.

The general student group area for committees is open 9am-9pm on weekdays and 10am-8pm at weekends, which you can use for committee meetings, checking emails and organising your group. You have access to computers, a printer and photocopier, workspace and your pigeonholes.

Disclaimer: The information in this leaflet only provides general guidance. The leaflet should not be regarded or relied upon as a complete or authoritative statement. University of Birmingham Guild of Students will not accept any liability for any claims or inconvenience as a result of information in this leaflet.