

2020/21 Society Recurrent Grant Application

* Every year, the Students’ Union awards recurrent grant funding to cultural, general interest, and academic societies. This is your main funding pot to cover regular expenditure on your yearly activities and events.

Unfortunately, and for a number of reasons, 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 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 2020/21. We will take this figure into account, but be aware that we cannot necessarily award every society their full amount. For context, society grants last year ranged from £150 - £850. 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 grade. You should submit your completed application as an email attachment to societies@qub.ac.uk by the deadline below.

**Submission deadline**: Monday 31st August, 12 noon

* If you have any questions or if you are unsure of how to complete any aspect of the form, please email societies@qub.ac.uk **well in advance of the deadline**. Late applications may not be considered.
* Every application will be graded by the Clubs & Societies Coordinator and the Student Officer for Campaigns and Engagement. The grade will determine how much funding is allocated. We will endeavour to complete this process and award all funding by mid-September.

# **Recurrent Grant Application**

## **Basic Details**

|  |  |
| --- | --- |
| Society Name |  |
| Society QUB Email |  |
| Any non-QUB email the society uses *e.g. qubcoffeesoc@gmail.com* |  |
| Remember that all Societies are expected to have already:* Submitted their 2019-20 Annual Report and AGM Minutes
* Registered its 2020-21 executive committee online [here](https://www.clubssocieties.qubsu.org/signingup)

*Failure to meet the requirements above may impact your Society’s funding allocation* |
| Number of members\* | Student Members |  |
| Non-Student Members |  |
| **Total** |  |
| Number of **regularly active** members\* |  |

*\*Given the circumstances, we understand that it may be more difficult than usual to provide accurate memberships totals at this time. Instead, please give your best rough estimate here, or use last year’s numbers.*

|  |
| --- |
| **2020/21 Committee Details** |
| Role | Name | Student No. | QUB Email | Course | Year of Study |
| Chairperson |  |  |  |  |  |
| Secretary |  |  |  |  |  |
| Treasurer |  |  |  |  |  |
| Vice-Chair |  |  |  |  |  |
| *Add rows as appropriate* |  |  |  |  |  |

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

|  |  |
| --- | --- |
| How would you summarise the **key goals and activities** of the society? |  |
| Is the society affiliated to any **wider organisations or national bodies**? Please give details. |  |
| Does the society have any particular **insurance** requirements? How are these currently covered? |  |
| How does your society enhance the **student experience** at Queen’s? |  |
| How do you ensure that **underrepresented groups** are welcome in your society? *Please give specific examples and consider groups such as disabled students, LGBTQIA+ students, international students, mature students and so on.* |  |

## **Development Plan**

In this section, you should provide details of what the society aims to achieve in 2020/21, and what resources you will need in order to do so. ‘Resources’ could include the likes of funding, workshop leaders, training sessions, and so on.

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

## **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. We understand that most Societies will have been significantly impacted by coronavirus-related restrictions. |  |
| If you feel your society **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 society 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.**