**Student Heritage Fund Guidelines**

Please read before you start the application process

**1. Funding Available**

1.1. Over the course of 2018/19 there will be up to £1,800 available.

1.2. Applications can only apply for up to £300 per application.

**2. Who can apply for the Students Heritage Funding?**

2.1. All SU affiliated Student Groups.

2.2. Course Reps & Faculty Reps.

2.3. Part Time Officers.

2.4. Group of students who are passionate about fostering engagement with local heritage.

**3. Guidelines**

3.1. All applications must include either heritage themed events/activities, look to have an impact on local heritage or encourage student or community engagement with local heritage.

3.2. All applications must encourage participation from a broad a range of stakeholders.

3.3. All applications must provide activities that enable minority groups (protected under law) to participate, creating equality of access and provision. (E.g. disabled, faith, women, LGBT+)

3.4. All applications must provide an element of skills development for its participants (e.g. leadership, project management, employability, campaigning, and peer support).

3.5. You must produce a detailed budget to show all intended expenditure and income for the event/activity.

3.6. You MUST apply for your funding at least 4 weeks prior to your event going ahead. You will be notified of the outcome of your application within 1 week.

3.7. Any Groups applying with less than 4 weeks’ notice are less likely to be successful in their application, but will be considered.

**4. What can you use the funding for?**

4.1. The funding can be used for the following:

4.1.1. Equipment

4.1.2. Transport

4.1.3. External Speaker/performer expenses

4.1.4. Promotional materials

4.1.5. Venue hire

4.1.6. Catering (from a reputable supplier)

4.1.7. Event costs

4.1.8. Anything else that is needed to enable your events/activity to go ahead

**5. Restrictions**

5.1. Below is a list of that details what cannot be applied for. This list is by no means exhaustive. If you are unsure of what can/can’t be applied for please contact the Heritage & Volunteer Coordinator.

Funding will not be awarded for the following reasons:

* To purchase alcohol and tobacco
* To pay for an event where it’s primary aim is to fundraise for another charity
* To pay for activities aligned with, or to fundraise for a political party
* If the event/activity is seen to go against the Students’ Union Constitution and core values
* The money is to benefit only an individual or small groups of people

**6. Successful Applications**

6.1. If your bid is successful, you must:

6.1.1. Only spend the money on what was agreed in your application. It cannot be used to cover additional costs or extensions to your idea.

6.1.2. Fully complete all related forms and submit them to the Membership Services Department, su.volunteering@northampton.ac.uk within the required time frames (i.e. Risk Assessment, External Speaker Form etc.).

6.1.3. Spend the allocated funds by the end of the academic term in which your event is due to be held. If the funds are not spent, the Students’ Union has the right to claim back the money. The money can only be spent on what you have requested it for.

6.2. Allow a Student Union photographer or videographer to come to the event or activity

6.3. Applications will be considered on a first come first serve basis, providing they meet the required criteria.

6.4. Applications will be decided by the Heritage Committee; a group of staff, elected student officers and community trustees not one individual.

6.5. If you have applied previously but failed to hold the agreed event, it could affect any future applications you make. Please ensure that you are able to commit to these events before applying.

**For help and support with your application, Contact**

Su.volunteering@northampton.ac.uk