**Top-up Grant 2018-2019**

## **General Guidelines**

**All our ratified societies can request funding through the Top-up Grant. This is additional funding to your Year Grant or New Society Grant to enable you to do additional activities throughout the year that you may need funding for.**

Your request will go to a committee who will allocate out money to you as they deem appropriate. Money will be transferred in to the relevant society account within 3 weeks of the decision being made.

The Students’ Union will use the information provided in this form for the purposes of deciding the Top-up Grant money allocated to you and this purpose only. To enable giving out the Top-up Grant money the information provided will also be shared with the Allocations Committee.

The information provided will be retained for a period of one academic year.

You can find our Privacy Notice on the Students’ Union website [www.northamptonunion.com](http://www.northamptonunion.com) and can contact enquiries@northamptonunion.com concerning the use of this data.

**Other guidelines:**

1. You must demonstrate clearly why you require this funding, and how it fits into your society’s aims and objectives.
2. You must produce a detailed budget to show all expenditure and income for the event/activity. You must also demonstrate the amount your society would be able to contribute to these costs, alongside the grant funding money.
3. You MUST apply for your funding at least 4 weeks prior to your event going ahead and state the date you need the funding by.
4. Any Groups applying with less than 4 weeks’ notice are less likely to be successful in their application.

**Funding can be requested for the following:**

1. Equipment
2. Transport
3. External Speaker/performer expenses
4. Promotional materials
5. Venue hire
6. Catering (from a reputable supplier) (to get permission beforehand for 1 event only)
7. Event costs
8. Anything else that is needed to enable your events/activity to go ahead

**Things NOT funded by the SU:**

1. To purchase alcohol and tobacco
2. Coach or taxis, if you can take public transport or there is a cheaper alternative (talk to us if you think you have exceptions)
3. Hoodies or clothing for personal use.
	1. If it is for the use of the society as a whole and will remain the property of the society, then this is fine. A Purchasing Order will need to be raised before the items are bought and the items will need to be on brand and have the students’ Union logo on it.
4. Club entry
5. Meals (unless it is part of your core activities as shown in the constitution and agreed with the SU)
	1. Light snacks will be accepted such as crisps and soft drinks (please ask beforehand if you are unsure). Pizza does not count as a light snack.
	2. Up to 1 social meal in the academic year may be partially subsidised, for current student members only.
6. An event where it’s primary aim is to fundraise for another charity, or to fundraise for a political party
7. If the event/activity is seen to go against the Students’ Union Constitution and core values
8. The money is to benefit only an individual or small number, not the wider student membership of your group
9. That do not meet your societies own constitutional aims
10. Activities for non-student members

**If you are unsure about how to spend your money, please talk to us prior to spending it. Don’t forget you can still fundraise to cover additional activity costs for your group. Speak to Karolin to find out more.**

**Please see the example below and then fill in the form on the following page.**

|  |  |  |
| --- | --- | --- |
| Term: 1 | DETAILS | ANY OTHER INFORMATION/QUOTES |
| ACTIVITY/EQUIPMENT | Trip to a careers fair  | EXAMPLE |
| Likely date of the event/activity | Between 20-30th Feb |  |
| Likely location of activity | Birmingham |  |
| Why do you want to do this additional event and how does it enrich your society? | Increases employability and opportunities for careers for our members |  |
| Please list any of the following you may have; hot food, external speakers\* | N/A |  |
| Number of members likely to attend/event is limited to | 15 |  |
| Will you charge people to attend? | £1 per person | This will be used to save up for our end of year party |
| Breakdown of costs involved | Travel to Birmingham (train) £16x15= £240 | Trainline quote |
| Total cost (Money requested for that event) | £240 |  |

**Top-up Grant 2018-2019: Form**

|  |  |
| --- | --- |
| **Student group name:** |  |
| Contact name: |  |
| Amount requested: |  |
| Date money is needed by: |  |
| Current account balance (state if saving for particular Purpose/reason): |  |
| Current membership number: |  |
| Money received for your Year Grant/New Society Grant: |  |

**The following are additional/one off costs for your society where you are requesting money (please copy and paste in more boxes if need).**

|  |  |  |
| --- | --- | --- |
| Term:  | DETAILS | ANY OTHER INFORMATION/QUOTES |
| ACTIVITY/EQUIPMENT |  |  |
| Date of the event/activity |  |  |
| Likely location of Activity |  |  |
| Why do you want to do this additional event and how does it enrich your society? |  |  |
| Please list any of the following you may have; hot food, external speakers\* |  |  |
| Number of members likely to attend/event is limited to |  |  |
| Will you charge people to attend? |  |  |
| Breakdown of costs involved |  |  |
| Total cost (Money requested for that event) |  |  |

**Please note:**

**If you have**

* **Hot food: You need to get this from a reputable company who will provide you with a copy of their Liability Insurance Certificate and Food Hygiene Certificate**
* **External Speakers: You will need to fill in the External Speaker Form**

**If you are requesting money for an activity, you will need to expand your risk assessment.**

Completion Instructions: Please return the form to su.societies@northampton.ac.uk

If you have any further questions or if you would like to appeal a decision the allocation committee makes, please email su.societies@northampton.ac.uk with your reasons for why and an updated top-up fund request if it has been adjusted, in response to feedback from the allocation committee on your first submission.