**Volunteering Groups Grant 2018-2019**

## **General Guidelines**

**All our ratified Volunteer Groups can request funding through this Grant. This is designed to enable you to do run activities throughout the year that you may need funding for.**

Your request will go to Allocations Committee made up of sabbatical officers and SU staff, who will allocate out money to you as they deem appropriate. Money will be transferred in to the relevant group account within 3 weeks of the decision being made.

The Students’ Union will use the information provided in this form solely for the purposes of deciding upon the allocation of Grant money. To enable the distribution of the 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 group’s aims and objectives.
2. Funding can be for individual events or for longer term projects.
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 group as a whole and will remain the property of the group, 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 your activity has service users we can help fund activity but not cover costs directly for service users. For further clarification please email su.volunteering@nothampton.ac.uk

**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 your Volunteering Coordinator 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 group? | 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 |  |
| Breakdown of costs involved | Travel to Birmingham (train) £16x15= £240 | Trainline quote |
| Total cost (Money requested for that event) | £240 |  |

**Volunteering Groups 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: |  |

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

|  |  |  |
| --- | --- | --- |
| Term:  | DETAILS | ANY OTHER INFORMATION/QUOTES |
| ACTIVITY/EQUIPMENT |  |  |
| Date(s) of the event/activity |  |  |
| Likely location of Activity |  |  |
| Why do you want to do this additional event and how does it enrich your group? |  |  |
| Please list any of the following you may have; hot food, external speakers\* |  |  |
| Number of members/non-members likely to attend/event is limited to |  |  |
| 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.volunteering@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.volunteering@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.