**Year Grant 2018-2019**

## **General Guidelines**

**All our ratified societies can request funding through the Year Grant. This is a one off grant to cover your main activities throughout the academic year.**

These requests will then go to a committee who will allocate out money to all the groups. Money will be transferred in to relevant society accounts by the start of the Academic year (usually September).

Additional funding can be requested throughout the year using the Top-up Grant. New societies can request money through the New Society Grant.

The Students’ Union will use the information provided in this form for the purposes of deciding the Year Grant money allocated to you and this purpose only. To enable giving out the Year 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.

**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
9. Any set-up and regular running costs for your society

**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. Exception: If it is for the use of the society as a whole and will remain the property of the society. A Purchase 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 the societies team to find out more.**

**Please see the example below and then fill in the form on the following page, referring back to your constitution as what counts as your core activities and what counts as additional.**

**The following is needed to fund your core weekly/regular activities that are fundamental to your society existing:**

**TERM 1**

|  |  |  |
| --- | --- | --- |
| Term 1 | DETAILS | ANY OTHER INFORMATION/QUOTES |
| ACTIVITY | Regular weekly meeting  | X12 sessions over term 1 |
| Why is this activity fundamental to your society? | Weekly meetings based around discussing relevant subjects meets our society’s aims | See constitution |
| Number of members likely to attend/event is limited to | 20 |  |
| Breakdown of costs involved | Room- university room- freeSnacks- £10 a week x12= £120External speakers x4x £50 each to cover travel in= £200 | Snacks: Crisps and soft drinks and sweet snacks from shop |
| Total cost (Money requested for that event) | £320 |  |

|  |  |  |
| --- | --- | --- |
| Term 1 | DETAILS | ANY OTHER INFORMATION/QUOTESEXAMPLE |
| Activity | General Promotion | Needed for Union Day and throughout the year to promote event, print flyers etc |
| Why is this activity fundamental to your society? | It will increase our members and get information out about our society’s existence |  |
| Number of members likely to attend/event is limited to | Flyers to give out to over 500 students throughout the year for x5 events and other marketing material |  |
| Breakdown of costs involved | Pop-up banner £50Big AO poster £19Facebook boosts £20Flyers 500 £20- general society contact info and events flyer | Based on quotes from:InstantprintMerlandMerland |
| Total cost (Money requested for that event) | £109 |  |

**TERM 2**

|  |  |  |
| --- | --- | --- |
| Term 2 | DETAILS | ANY OTHER INFORMATION/QUOTES |
| Activity | Regular weekly meeting  | X8 sessions over term 2 |
| Why is this activity fundamental to your society? | Weekly meetings based around discussing relevant subjects meeting our society’s aims | See constitution |
| Number of members likely to attend/event is limited to | 20 |  |
| Breakdown of costs involved | Room- university room- freeSnacks- £10 a week x8= £80External speakers x4x £50 each to cover travel in= £200EXAMPLE | Snacks: Crisps and soft drinks and sweet snacks from shop |
| Total cost (Money requested for that event) | £280 |  |

**TERM 3**

|  |  |  |
| --- | --- | --- |
| Term 3 | DETAILS | ANY OTHER INFORMATION/QUOTES |
| Activity | Regular weekly meeting  | X2 sessions over term 3 |
| Why is this activity fundamental to your society? | Weekly meetings based around discussing relevant subjects meets our society’s aims | See constitution |
| Number of members likely to attend/event is limited to | 20 |  |
| Breakdown of costs involved | Room- university room- freeSnacks- £10 a week x2= £20 | Snacks: Crisps and soft drinks and sweet snacks from shop |
| Total cost (Money requested for that event) | £20 |  |

|  |  |
| --- | --- |
| Over all total requested for Core activities | £729 |

**The following are additional/one off costs for your society where you are requesting money but it is not guaranteed that you will be funded by the SU**.

|  |  |  |
| --- | --- | --- |
| Term 2 | DETAILS | ANY OTHER INFORMATION |
| ACTIVITY | Trip to a careers fair in Birmingham | Aiming to run in February |
| Why do you want to do this additional event and how does it enrich your society? | It will greatly increase the employability of our members and showcase to lecturers the benefit of our society |  |
| Number event is limited to | 15 |  |
| Breakdown of costs involved | Travel to Birmingham (train) £16x15= £240 |  |
| Total cost (Money requested for that event) | £240 |  |

|  |  |
| --- | --- |
| Overall total requested for additional activities | £240 |

|  |  |
| --- | --- |
| Final overall total requested for your society activities | £969 |

**Year Grant 2018-2019: Form**

|  |  |
| --- | --- |
| **Student group name:** |  |
| Contact person’s name: |  |
| Current account balance (state if saving for particular Purpose/reason): |  |
| Current membership number: |  |

**The following is needed to fund your core weekly/regular activities that are fundamental to your society existing: (please copy and paste in more boxes if need)**

**TERM 1**

|  |  |  |
| --- | --- | --- |
| Term  | DETAILS | ANY OTHER INFORMATION/QUOTES |
| ACTIVITY |  |  |
| Why is this activity fundamental to your society? |  |  |
| Number of members likely to attend/event is limited to |  |  |
| Breakdown of costs involved |  |  |
| Total cost (Money requested for that event) |  |  |

**TERM 2**

|  |  |  |
| --- | --- | --- |
| Term  | DETAILS | ANY OTHER INFORMATION/QUOTES |
| ACTIVITY |  |  |
| Why is this activity fundamental to your society? |  |  |
| Number of members likely to attend/event is limited to |  |  |
| Breakdown of costs involved |  |  |
| Total cost (Money requested for that event) |  |  |

**TERM 3**

|  |  |  |
| --- | --- | --- |
| Term | DETAILS | ANY OTHER INFORMATION/QUOTES |
| ACTIVITY |  |  |
| Why is this activity fundamental to your society? |  |  |
| Number of members likely to attend/event is limited to |  |  |
| Breakdown of costs involved |  |  |
| Total cost (Money requested for that event) |  |  |

|  |  |
| --- | --- |
| Overall total requested for Core activities |  |

**The following are additional/one off costs for your society where you are requesting money but it is not guaranteed that you will be funded by the SU.**

|  |  |  |
| --- | --- | --- |
| Term  | DETAILS | ANY OTHER INFORMATION/QUOTES |
| ACTIVITY |  |  |
| Why do you want to do this additional event and how does it enrich your society? |  |  |
| Number of members likely to attend/event is limited to |  |  |
| Breakdown of costs involved |  |  |
| Total cost (Money requested for that event) |  |  |

|  |  |  |
| --- | --- | --- |
| Term  | DETAILS | ANY OTHER INFORMATION/QUOTES |
| ACTIVITY |  |  |
| Why do you want to do this additional event and how does it enrich your society? |  |  |
| Number of members likely to attend/event is limited to |  |  |
| Breakdown of costs involved |  |  |
| Total cost (Money requested for that event) |  |  |

|  |  |  |
| --- | --- | --- |
| Term  | DETAILS | ANY OTHER INFORMATION/QUOTES |
| ACTIVITY |  |  |
| Why do you want to do this additional event and how does it enrich your society? |  |  |
| Number of members likely to attend/event is limited to |  |  |
| Breakdown of costs involved |  |  |
| Total cost (Money requested for that event) |  |  |

|  |  |
| --- | --- |
| Overall total requested for additional activities |  |

|  |  |
| --- | --- |
| Final overall total requested for your society activities |  |

**Please return the form to** **su.societies@northampton.ac.uk** **by 4th June 2018.**

If you have any further questions please contact **su.societies@northampton.ac.uk****.**

Money needs to be spent on the activity stated and if the money is not spent the Students’ Union reserves the right to take it back.