



Societies Grant 2018-2019 – Application Process

All applications must be received by 12pm on the 1st of each month. The SEC grant panel will meet on the first Friday of every month during semester time to consider all applications.

The process:

1. Please complete your society grant application in full and submit the form, you will receive an email to confirm your submission. The form is available online [here](#). If you have any questions about completing your form, please contact hUU-societies@hull.ac.uk or speak to Tom, President of Activities.
2. The deadline for receiving completed forms is **12pm on the 1st of each month** to allow time for your application to be processed for the grant panel meeting.
3. The application will be considered at the SEC grant panel meeting, held on the **first Friday of the month** and a decision will be made. The decision will be either to 'recommend' or to 'reject', further decisions could be 'recommend a reduced amount' – explanations will be given at all times by the SEC. The grant panel meeting will be a minuted discussion and minutes will be available to view on our website
4. If your request is approved by the SEC grant panel you will be notified and the money will be transferred in to your society account.
5. If your request is rejected, the SEC grant panel will advise why and offer suggestions how to improve your grant request for the next month if you wish to re-submit.

If you have an urgent application for consideration outside of the outlined grant process, it may be possible to convene an emergency grant panel hearing. This will only be possible in exceptional circumstances. Please contact the SEC or Activities President to discuss this further

Any other queries please contact the SEC, the President of Activities or the Sports & Societies Co-ordinator.

To apply for the Societies Grant please click below.

[**APPLY HERE**](#)

Society Grant Criteria

The focus when applying for the society grant should be whether it will help your activity become more accessible/diverse and whether it will have a positive impact on the wider student body/local community.

The committee will consider the following when assessing your application:

- Whether it is for the use of all members
- How many members your society has
- Whether it supports the aims/objectives of the society as per your constitution
- Whether the committee have attended the compulsory training
- Consideration will be taken to the amount the society already has in their account
- The extent to which measures have been taken to seek other sources of funding e.g. membership fees, sponsorship
- The measures taken to ensure value for money and the number of students who will benefit as a result of the funding

The grant can be used for:

- Exceptional expenditure on travel (standard class only)
- Hosting an event/production
- For equipment which will last and be of benefit to the society
- One off competition entry fees
- External Speaker costs
- Coaching/Instructor costs

The grant cannot be used for:

- Personalised Items
- Alcohol
- Donating or Fundraising for another charity, political parties or other similar activities.
- Just the committee
- Anything that has already occurred
- Fines
- Advertising materials (unless you are a new society)
- Accommodation
- The grant cannot be used as a loan

- ✓ The more criteria points you meet, the better chance you have of your request being allocated.
- ✓ If you are requesting funding to host an event a budget plan **must** be provided.
- ✓ The committee may award all, part of, or none of the money for which a student group has applied.
- ✓ The committee may attach reasonable conditions to any funding.
- ✓ HUU reserves the right to reclaim any money from a society account that is not used for its intended purpose or remains unspent by the end of the term in which the event was due to take place.