Student Group Grant Funding and Finance 2022/23 Guidelines

UWSU
UNIVERSITY OF WESTMINSTER
STUDENTS' UNION

1. Introduction

Every year, the Students' Union's has funds available to support affiliated Student Groups in their development, to reach new goals and objectives while considering inclusivity and accessibility. This money is awarded to help subsidise the costs of Student Group events, campaigns, trips, equipment and much more!

This year we have a total of **£25,000** available for Student Groups to apply for in 2022/23. This is an increase on last year's total and will allow us to fund more groups! The increase in total funding has occurred following a successful case being made by UWSU to the university, seeking to support the SU's creation of a new pot of money aimed at funding student groups for their engagement with students and the community.

Funding Pot	Amount
Core Grant Fund	£15,000
Membership Grant Fund	£10,000
Total	**£25000**

The membership funding will be granted to student groups based upon the membership that they secure by the end of October in each academic year. The amount given will be £2 per member. Therefore, if a society gets 25 members, they can expect £50 from this initial funding. This will be granted to student group accounts within 2 weeks of the end of November. It is important that you read through these guidelines carefully and get in touch with the Student Opportunities Team if you have any questions.

2. Equity & Inclusion Aims

2.1. We actively welcome and encourage applications for Student Group Grant Funding for any projects, events or campaigns that have liberation and/or inclusion at their core. This could include aims such as reducing engagement barriers, giving a voice to under-served groups, celebrations of culture, or increasing accessibility, for example. For reference, liberation and under-served groups at UWSU typically include:

a. Black, Asian and other Minority Ethnicity Students
b. Disabled Students (including mental health, learning disabilities, long-term conditions, and physical disabilities)
c. Women Students
d. LGBTQ+ Students
e. International Students
f. Mature Students
g. Students with Caring Responsibilities
h. Commuter Students
i. Any other groups of students who do not traditionally engage with your group or activity.

2.2. We as a Students Union will ensure to take an equitable approach to the allocation of grant funding. Within our values this does mean we may prioritise funding requests from groups who represent any of the above listed sections of the Westminster community, or groups who

3. How much can our Student Group apply for?

3.1. All affiliated Student Groups (including New Student Groups, see 3.4) can make as many applications as they like during funding cycles throughout the year. Applications from Dragons Sports Clubs are subject to different guidelines.

3.2. The **absolute maximum** total Grant Funding that any one Student Group (including New Student Groups, see 3.4) can receive in the academic year 2022/23 is **£1500.00**. We cannot guarantee that we will be able to fund every application, so please make sure you plan accordingly.

3.3. We may ask you to attend a meeting before your application is considered, for example if you're applying for a large amount, if your group has only recently been formed, or if we have questions regarding your application. It is vital that if you are invited to attend a meeting that you do so, as non-engagement may hinder our ability to make a fair decision on your funding, which could result in a rejected application.

4. What is and isn't eligible for Grant Funding?

4.1. As a guiding principle, every grand application should identify how the funding will support the student group to meet the goals and purpose of the group as set out in the constitution. If this is not clear, the application is likely to be require additional information and this may delay a decision, or lead to an unsuccessful application.
4.2. Something about not funding core activity? See comment below.
4.3. Collaborative applications are particularly encouraged, as we know this helps expand the positive impact of Student Groups on the wider Westminster community
4.4. There isn't a definitive list of what Grant Funding **can** be used for, as it covers such a wide range of

creative and innovative projects. Here are some of the most common expenses that we help to fund:

Example	Notes
Accommodation	Applications for help with accommodation costs can be made several months in advance, to give you good time to book the accommodation at the lowest price.
Any projects, events or campaigns that are linked to national, cultural and/or faith aims.	These should be linked to the aims of your group
Any projects, events or campaigns that specifically aim to increase participation for students from liberation backgrounds.	This includes, but is not limited to, those defined in 2.1
Entry tickets	For events, conferences, competitions, etc, related to the aims of your group
Equipment	Your application should include: Where you intend to store the equipment How long you expect it to last until it needs replacing.
Group workshops and training	This should be related to the aims of your group, but may also be for leaders or members of the group to gain skills which help further the success of the group or students.
Paid professionals	Including guest speakers, coaches, teachers and choreographers.
Re-usable promotional materials, e.g. roller banners without dates on.	Your application should include the design and intended usage
Room / venue hire	Your application should include why UWSU or Westminster rooms or venues do not meet the requirements of your group
Student Group affiliation	With external associations, governing bodies, and parent organisations.

Example	Notes
Travel, transport and flights	Before applying, Student Groups should contact The Student Group Development Coordinator who will help them find the cheapest form of transport.

4.5. Student Group Grant Funding **cannot** be used to cover the following costs:

Example	Alternative
Alcohol	Non-alcoholic food and sustenance. If alcohol is to be consumed at your event this should be purchased by individuals where appropriate.
Committee-exclusive events	Open your event to every member of your Student Group.
Individual member's affiliation to governing bodies, associations, or groups	Group affiliations (see 3.1)
Individual travel discount cards (i.e. railcards, coach cards, visitor Oyster cards)	Group travel as above, identified in partnership with the Student Groups Development Coordinator
One-off promotional materials (i.e. flyers, pens, key rings)	These are not normally sustainable, nor good for the environment. We suggest using re-usable promotional materials (see 3.1).

Personal items (e.g. clothing, uniform, personal equipment)	N/A
Activity primarily for the benefit of non-students, alumni and/or non-Westminster students	If your application involves non-students, alumni or students from another University, then this should be reflected in the amount of funding you apply for. For example, if you are taking 10 people to attend a conference but 5 of them are Greenwich students, we would only be able to provide funding for the current University of Westminster students
Training or qualifications for an individual	Group workshops and training (see 4.4
Websites for your Student Group	Each Student Group has their own webpage on www.UWSU,.com which is free to use.

4.6. The above lists are guidelines only and are not exhaustive. All applications are considered on a case-by-case basis, and occasional exceptions may be made. The reasonings for any exceptions will be provided to the applicants upon confirmation of the decision by the UWSU team.

4.7. If you're unsure whether what you're applying for will be eligible for funding, please contact the student Group Development Coordinator to arrange a conversation to discuss your submission.

5. How do we apply?

5.1. Although there has been an increase in funding available, this is still limited in relation to the high number of student groups. It is important that you read through these guidelines carefully and get in touch if you have any questions.

5.2. You should discuss your plans as a Committee before filling out the application form.

5.3. As the main budget holder, your Student Group's Treasurer will need to sign off on the application.

5.4. We cannot guarantee that we will be able to fund every application, so please make sure you plan accordingly, and apply well in advance of your planned activity.

5.5. We may ask you for further clarification and adjustments, or require you to attend a meeting to
discuss your application before it's considered by the Societies Council (see section 7). This will help make your application as strong as possible, and maximise your chances of being approved for funding. You should apply well in advance of the deadline to allow plenty of time for changes to be made

5.6. To make your application as strong as possible, it should:

 a. Clearly explain the benefits and positive impact this funding will have on current University of Westminster students.

 b. Link to the aims and objectives of your Student Group.

 c. Be well-researched, with clear evidence of proposed costs and value for money.

 d. Include a full plan of your Student Group's budget. Your Student Group should contribute as much of the overall costs of the application as possible (through ticket sales, membership fees, club fundraising, sponsorships, etc.).

 e. Clearly explain how the Grant Funding would help you foster an environment of inclusion and accessibility in your Student Group, for example, by supporting students from liberation and/or marginalised backgrounds as outlined in 2.1.

 f. Be submitted well in advance of the deadline for when the money will be spent (see section 6).

 g. Clearly explain how you will include the Students' Union logo in your marketing / promotion / mention the Grant Funding support on your social media. This will encourage more Student Groups to apply for Grant Funding and increase awareness of the scheme.

 h. Be considered 'Covid-19 Secure' and be included in your Student Group Master Risk Assessment.

5.7. Priority will be given to Student Groups who:

 a. Demonstrate a well-run Committee with good organisation and communication with the Students' Union.

 b. Demonstrate sustained commitment to improving accessibility and inclusion in their Student Group.

 c. Have completed all of their mandatory Affiliation Documents and Committee Training.

 d. Get in touch with us well in advance of any deadlines with any queries, concerns, or for help with their application.

 e. Seek to collaborate with other Student Groups, Sports Clubs, campaigns, or student leadership (for example, academic representatives)

f. Articulate the positive impact the event will have on students and/or group members, particularly how this any activity may help create a sense of belonging at Westminster, and a willingness to work with UWSU to measure this impact.

6. How to Spend your Student Groups Funding

6.1 Spending up to £50 is provided on a reimbursement basis. The committee firstly spends the money, then provides evidence of the expenditure in order to have their money reimbursed to them. When done correctly, all reimbursement should be sent within 20 working days (roughly one calendar month).

6.2 For amounts of more than £50, or for students who cannot afford to pay £50 out of pocket with up to a 20 working day repayment period, please contact the Student Group Development Coordinator to arrange a payment by UWSU on the behalf of the student group

6.2 All expenditure must be approved by the Student Group President and Treasurer. This must be done prior to submission of the expense or payment form.

6.4 How to get your money back

a. Only the President and Treasurer can apply for reimbursement for your group. Ensure that all committee members sent through images or scans of their receipts to the treasurer after each event, to make sure they are refunded in a timely manner.
b. Key things to remember with purchasing:
 i. Only President and Treasurer can apply for reimbursement-make sure everyone knows this and is comfortable with this
 ii. No cash payments will be made-you need to have an active UK bank account to be reimbursed!
c. UWSU's Expenses Reclaim Process

 i. All expenses must be uploaded to the reimbursement form provided by the UWSU Opportunities Team.
 ii. You must ensure you are uploading all reimbursement within the same academic term that it has been spent.
 iii. Ensure to upload a clear picture of scan of your receipt where the amount, date, place and full purchase details can be seen.
  ▪ Bank statements are not a suitable piece of evidence for an expense reclaim.
 iv. Once submitted, the form is sent to the UWSU Student Opportunities team to approve.
 v. The UWSU Student Opportunities team will check that the form has been submitted in line with UWSU's financial procedures, and the expenses claimed for are as expected and outlined in the original funding application
 vi. If everything is correct on the submitted formyou will be reimbursed within 20 working days (about one calendar month).
 vii. If there is an error on the form submitted, this could result in delays which lengthen the repayment process beyond 20 working days
viii.

d. Working with Invoices

i. You can upload invoices via the same form as expenses, via the *"to request the Union makes a payment on behalf of my student group"* option.
ii. An Invoice is a 'bill', a commercial document sent by a seller to a buyer.
iii. The invoice indicates what is being sold, the quantity, and the agreed price.
iv. Invoices are often sent before events happen. For example, if you are working with a DJ for an event, they will send you an invoice which includes the hours they agree to work, their hourly rate, as well as payment details.
v. All Invoices must include, the seller name, the date, bank details for payment and a description and price of the product or service
vi. Invoices must be submitted as soon as received, as late payment of invoices can often result in additional charges. If late charges are incurred as a result of late submission of an invoice through the UWSU student group expenses form, these will be charged to the account of the student group.

7. Appeals Process

7.1. If your Grant Funding Application is not successful, you can appeal to have it reconsidered.
7.2. You will be given reasons why your application was unsuccessful
7.3. When submitting an appeal, this submission must contain:
a. The nature of the appeal, which may be one or more of the following:
i. Evidence to suggest that UWSU has not followed the guidance or process contained in this document accurately
ii. A revised application taking into account the feedback from the initial rejection
b. Reference to the reasons why the grant was turned down or not funded fully
c. Provide any extra information and evidence
d. Why the original decision should be reversed
7.4. Appeals should be submitted to the Student Opportunities Manager Christopher Rolfe at c.rolfe@westminster.ac.uk within 10 calendar days of the date that the application outcome is emailed to the Student Group.
7.5. Appeals will be considered by the Student Opportunities Manager alongside one of the Students' Union Officers, who together form the Grants Appeals Committee

7.6. Appeals for late applications and retrospective applications (for expenses that have already been paid) will be automatically rejected

7.7. The outcome of the appeal will be sent to the Student Group within 5 working days (usually one calendar week) of their appeal submission. The Grants Appeals Committee decision is final. If appeal is rejected, repeat applications for the same activity or funding will not be considered.

8. Additional Information

8.1. This policy applies to all affiliated UWSU Student Groups, not including Sports Clubs whose financing falls under a separate policy, who fall under the jurisdiction of the Student Opportunities Department at the University of Westminster Students' Union.

8.2. Student Groups must abide by the Student Group Constitution, Code of Conduct and all other UWSU or University of Westminster policies (including, but not limited to, University Student Disciplinary Regulations, UWSU Elections Regulations, UWSU

Members' Disciplinary Procedures) to remain eligible for Grant Funding. Student Groups who are in violation of their Constitution, or Committee Leaders who have violated the Code of Conduct or any other policies at UWSU or the University of Westminster may be subject to funding sanctions. If this is the case, this will be made clear to Committee Leaders, with clear guidance and timelines as to how these sanctions may be removed.

8.3. This policy does not form any part of the Student Group Constitution and may be amended at any time with approval of UWSU's Senior Leadership Team. When this happens, Student Group leaders will be notified as soon as is practicable, and this notification will be the formal start date of any changes to requirements of Student Groups.

9. How can we get in touch?

If you have any queries or feedback regarding Grant Funding, please email the Student Opportunities Manager Christopher Rolfe at c.rolfe@westminster.ac.uk.