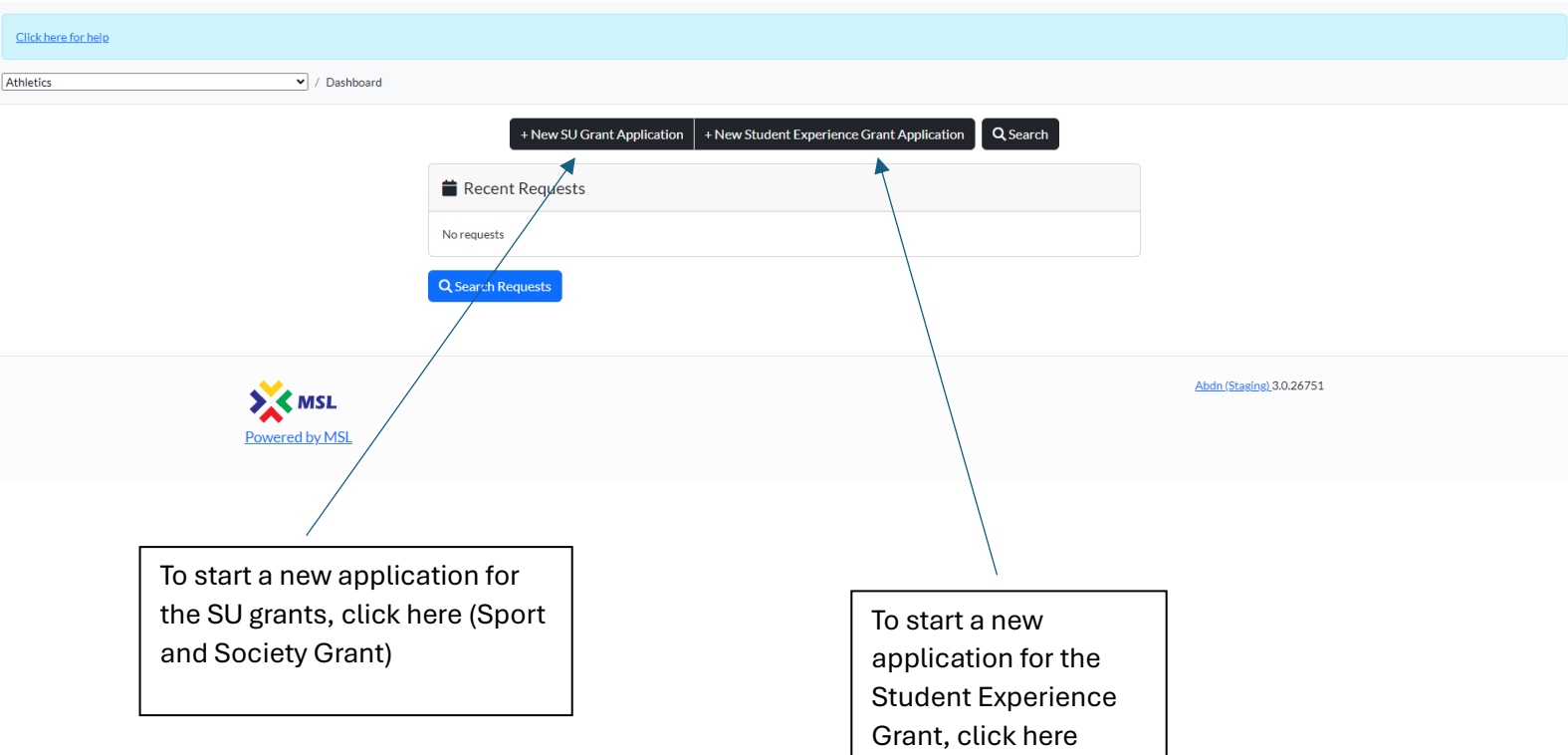# GAS Guide for Student Union Grants

Introduction

We are excited to be introducing a new application process for student activities to submit grant applications. This is the GAS system, which stands for Grant Application system. This is integrated into the SU website, just like the newly launched Student Group Finance system (SGF). Instead of the previous application process, in which students fill in our application Word document templates and upload them to the Google Drive for the Panel to review, we are now introducing a system which will be more streamlined for students wishing to apply to grants and received feedback in a much more fluid and prompt way.

Starting an application

To start a new application for the SU grants, click here (Sport and Society Grant)

To start a new application for the Student Experience Grant, click here

Two application templates are available to complete: the Student Union Grant Application for Societies and Sports, and the Student Experience Grant Application.

Please note, the Student Union Grant Application will also be used as the application for the Media Grant when it is available for application. This may also be used for other one-off grants as and when money becomes available.

Completing the Application

Athletics / Dashboard / New SU Grant Application

👥 Applicants

Contact details

Committee contact name 1

Student activity

Grant Application Details

What is the funding for? (e.g. event; equipment; travel; trip; other etc.)

Insert date of submission

dd/mm/yyyy

End date

Brief description of what the funds will be used for?

What would be the benefit to your SU Activity? e.g engagement development, budget, safety etc.

1. Please ensure you read and understand the criteria for the grant you are applying for and take a considered approach to your application. Criteria and FAQs about the grants can be found here.

2. In the first step of the online application, you will need to provide the details of the committee member completing the application, and the Student Activity in which the grant is for.

3. In 'Grant Application Details', provide us information as to what the funding is for. Please note that we provide funding for the following:

- Costs associated with a society's core activities or development as outlined in your constitution and development plan

- Entry Fees/Competition Fees

- Funds to support development as outlined in your development plan

- Reasonable essential equipment and kit

Please ensure that you are referring back to the specific guidance notes on the website as linked in step 1.

4. We **do not** provide grants for the following:

- Activities outside of your society's objectives and activities as outlined in your constitution and development plan

- Society clothing for personal use (ie. hoodies/named t-shirts)

- Food or drink

- Damage to vehicles or legal fines/fees

- Hire of external venues for an event that could be held in university facilities free of charge

- Student Activity specific balls

- Tickets for balls or socials

- Offset costs of events that will make a profit

5. Provide us a reason as to what the funding will be used for, followed by the overall benefit for your Student Activity if the grant application were to be successful.

Provide your activity's annual budget, development plans and any other general supporting documents (Not quotes etc. yet at this stage)

Drag & drop files here ...

Select files...   📁 Browse ...

Number of members impacted by funding?

Proposed expenditure -Itemised list of costs, hyperlinks or quotes for products associated with grant application	
Total	£0.00

Add Item

6. You should then upload your Supporting Documents that will assist your application. The main document you should upload is your most recent budget using our SU budget template which can be found on the SU website.

7. Your 'Proposed Expenditure' is a breakdown of how the grant money will be spent if successful. Please also provide invoices, quotes, or links to certain products that will be bought if possible.

8. Complete the 'Expected Income' section. This is the income gained, such as event sales/ticket sales or sponsorships expected other than the grant requested that might be related to the application. e.g. Ticket income related to a show that you are asking for grant funding to offset a production fee.

9. 'Net Budget' and '% requested' will auto-complete once you have filled in 'Total Requested Grant Amount'. e.g. your item may cost £1500 but the limit for application may be £1000. Therefore your 'Total Requested Grant Amount' might be only a percentage of the information above, and that is OK. The system will do the math for you.

10. Once the grant application form has been completed, click submit. Applications will then be reviewed by the grant panel, and you will be notified of this outcome via the website. You will receive an email once the grant has been reviewed. It's important to keep an eye on this, as we may ask for additional feedback through the site, and this information could be a prerequisite of you be awarded the grant. There will be a deadline for you to return this and if you don't meet the deadline, you may not be successful in your grant application even if we initially indicate you may be awarded the funds.

Guide updated date: 03/12/24

Next update: More information on SEF section and addition of FAQs.