



Guidelines for Grant Application

Student societies in UCD can - and should - apply for grants from the Societies Council. These grants are considered by the Finance Committee, who meet a number of times each semester. The committee consists of:

- The Societies Officer
- The Societies Council Chairperson
- 8 auditors for the current session

The 8 auditors are elected at a Council meeting early in Semester One. The Finance Committee reviews three types of grants available to societies.

These are:

- The Basic Grant
- The Special Grant
- The Capital Grant

Once considered, your grant application will either be accepted, rejected, or deferred with an invitation to resubmit. In all cases, you will be notified by the Societies Council Chairperson and provided with feedback. Societies can appeal a decision of the Finance Committee in writing, addressing the concerns raised. Grant outcomes should be sought from the Council Chair only.

BASIC GRANTS

This is your annual grant and covers the day-to-day running of the society i.e. your general activity.

Grants must be submitted in pdf format to elizabeth.cronin@ucd.ie as soon as possible after Freshers Week.

- A penalty will be applied to any basic grant submitted after a November deadline communicated by the Chair
- You will not be awarded any other grants until your basic grant has been considered.

You must include the following items with your grant submission:

- A summary of last year's activities
- A complete set of accounts from the previous session

- Opening and closing bank statements from that session
- A plan of activity and a budget for the coming year
- An inventory of your capital equipment

The above items are included on a checklist on the Basic Grant cover page available in the members section of the Societies Website. **Everything on the checklist must be submitted correctly, or the grant will be rejected - don't just check the checklist!**

Generally speaking, you will be awarded a similar amount to your last basic grant - any requests for considerably more money must be justified with a sufficient level of detail. The Finance Committee will look at changes in your core/actual membership, and changes to the level or quality of your basic activity. There will be penalties for poor accounts, poor levels of activity, and bad conduct.

While the committee appreciates that some societies are less likely to attract sponsorship, societies are always encouraged to source external funding and won't be penalised as such.

- External income should ideally be used against costs which are not appropriate for grants e.g. committee hoodies.

Find a balance between too little and too much info but err on the side of too much. The committee should be able to quickly glean what you're asking for, and why.

As such:

- Lay out your grant application clearly - unclear applications will be rejected.
- Show your calculations - how did you arrive at your requested figure?

If you don't upload your events to the website calendar, your grant will be rejected.

SPECIAL GRANTS

A special grant covers anything out of the ordinary i.e. once-off activities which can't be absorbed into the normal costs of the society (e.g. trip, publication, guest speaker).

Grants must be submitted to elizabeth.cronin@ucd.ie before the event - grants will not be awarded retrospectively.

Domestic and international trips should be part-funded by the student travelling, part-funded by the society, and part-funded by the Finance Committee where considered appropriate, i.e:

- There must be a competitive/representative/academic/special interest reason for your trip - justification for the trip should be in your application.
- Accommodation costs are grantable on a per-person-per-night basis.
- Registration fees (e.g. competitions) and entrance fees (e.g. museums) are grantable.
- Food costs and transport costs are not grantable.

Publications should be part-funded by the Finance Committee and part-funded by sales/sponsorship where possible.

Guest speaker fees cannot be paid, however reasonable accommodation, travel, and publicity expenses are grantable.

Other large once-off events may be suitable for a special grant. For such events, include an expected income and expenditure with your grant submission.

- Grants are not awarded for purely social events (society ball, club night).
- Charity events are not grantable - the donation should consist of any profit left over.

If your special event isn't on the website calendar, it will be rejected.

The cover page differs from the basic grant and is available on the website members area.

CAPITAL GRANTS

These are suitable for capital investments which will fund the society's long-term growth e.g. important equipment.

- Perishables and regularly used supplies are not equipment - they must last more than the next session or two i.e. long-term use.

Submit to elizabeth.cronin@ucd.ie using the special grant cover page.

- Under *event title*, write in 'capital grant'.

You should clearly lay out how the purchase is necessary for the growth of the society.

Where possible, show that you have shopped around for equipment - provide a copy of the quotes received from suppliers.

Do not purchase capital items prior to being considered by the Finance Committee - the awarding of a grant is never guaranteed!