

Clubs & Societies Grant Application Form – Guidance Notes



Filling out any application form can be un-nerving – especially when you have numbers and finance to think about! When it comes to this species, the Clubs & Societies Grant Application is relatively harmless. Just do as it says, and you're on to a winner! Here are a few simple tips to making sure the form is filled correctly and that your application has the best possible chance of success.

Grant Application Budget

First, consider how to breakdown your project into suitable headings. These will form the left-hand column, "Activity/Project" in your application. For example, a trip may include **Transport, Accommodation, Food** and **Entry Fees**. Make sure these headings will cover every aspect which is relevant to the application – which basically means everything which has a cost attached to it.

Begin writing this section by presenting an outline of the activity; what is involved, when it will be and how many participants are expected to attend. You don't need to explain "why" just yet, a summary will make it easy for the person reading the form to understand everything else.

Next, go through each element you have listed in the left-hand column and work across, 1 row at a time. The key to this section is to be as detailed as possible. For example, if you were describing the *transport* make sure the **Details** column has every departure time, journey length and all other relevant information. It may be clear and simple to include bullet points under sub-headings for each of the **Details** you are entering (see example given below)

For each row, ensure all the facts are included and every cost is listed in full. Under the **Cost** heading, don't round numbers up, and where applicable try to include the individual cost per person and sub-total.

Activity/Project	Details	Cost
Transport (from Stirling to accommodation in Arran & back)	Friday 01/11/13 <ul style="list-style-type: none"> Fieldtrip commences (PM) Depart Stirling for Adrossan by train (PM) Depart Adrossan for Brodick by ferry (PM) Depart Brodick for Corrie bunkhouse by Bus (PM) 	Return ferry fare: £101.20 (£9.20ppx11) Return Bus fare: £51.70 (£4.70ppx11) Return train fare: £264 (£24ppx11)

Good definition of this section

Bullet points to explain every part of the transport covered

It looks as if the applicant has researched the costs to find the lowest price

Excellent pricing, giving both the individual cost and sub-totals

Finances

This is where your treasurer will – at least for now - become your best friend! Before getting started with this section, you'll need to ensure everything has been well thought through and you have all the figures you need. A few questions you should consider before moving forward:

- Have you had committee meetings to discuss the trip?
- Can the club afford to pay its share of the contribution?
- Do you know how many people are going to take part?

At the very least, you'll need to know how much you expect each member to pay, how much the club will contribute, and how much you are looking for from the grant. Once you have sorted these points on, the next part should be a doddle!

Costs & Balance

Total Cost of Activity/Project – Make sure this has been totalled up in full! Don't miss anything out, or your application will bounce back at the first attempt, and you don't want to lose any time!

Club Balance – It's really important to ensure you have up to date figures for this section, and you can always pop into the Union offices to double check. This is one of many ways a club treasurer can help with this form. It is also good practice to include a date for when this figure was taken, especially if your club has a lot of money moving about at the time of applying.

Club Funds Available – This will have required a committee meeting to discuss and agree upon.

Individual Contributions – Make sure your members or participants are getting a good deal, but are still contributing a reasonable amount. If this figure is un-realistically high or low then there's a good chance it will be rejected on the first attempt.

Total Amount Requested – This is the important one! Like everything else to do with figures, make sure it's been well thought through and in line with how much each individual and the club are committing.

TOTAL COST OF ACTIVITY/PROJECT	£826.90
CLUB BALANCE	£175.14
CLUB FUNDS AVAILABLE FOR THIS ACTIVITY	£80
CLUB FUNDRAISING	£0
INDIVIDUAL CONTRIBUTIONS (from members) If applicable	£471.90
TOTAL AMOUNT REQUESTED	£275

Notice that the figures are accurate to the penny

This application hasn't included any fundraising specifically for the trip – but is still a very good example!

Fundraising won't make or break your application, but would naturally reduce the costs asked from the individual and the club.

In other cases, fundraising could help reduce the percentage asked from the grant and increase chances of success.

This application has applied for almost exactly **33% of the total cost**, with the club contributing just under 10%.

“How would the above benefit your club and its members?”

...Almost there!

Now it the time to justify just how big a difference your project will make, and why your activity is worthy of receiving the grant funding.

It is important to think how vital this project is for the purpose of your club. For example – it would be pretty essential for a performance-based society to put on an annual show in the same way that a charitable group needs to raise awareness and fundraise.

Your project may only directly affect a small number of people, in which case it is important to consider the overall impact it would give your club. Would it help raise the profile of the club? Would those attending the activity be able to share their experience with the rest of the society? Would the activity make a difference to the wider student population?

Again, it is good to be detailed here and really sell the project. It would be no good just summarising with a sentence saying how important the trip is. Really pitch it so the person reading your application can see the value added by the prospective grant.

*The island of Arran has been described as a miniature Scotland with both its highland hill-ranges and lowland coastal areas. Such a geographical setting provides a playground for geographers to explore a variety of landscapes and physical processes. The aim of this course is to provide the society members with the skills to move beyond viewing landscapes as simply picturesque settings. Members will develop their eye for detail in identifying landforms and begin to learn to interpret how landscapes are shaped by understanding the associated physical processes. **These are essential skills for geographers and environmental-enthusiasts alike.***

This will be achieved by a hike up Goat Fell (the peak of Arran’s high ground) which will be punctuated by in-field presentations prepared by the society president. The ascent will also allow the natural history of Scotland and Arran to be highlighted due to the great vantage points over both the island and mainland. The lowland geology will also be explored by a visit to limestone caves in Corrie and the local shoreline.

*In the evenings, **through the preparation of meals and social time, members will learn how to work as a team whilst providing an opportunity for everyone to get to know each other.** Finally, it is hoped that following the field course the society will generate interest in Scotland’s landscapes and inspire more ventures to discover this country’s diverse geography.*

This section demonstrates why the trip is relevant to the society, for example: “*These are essential skills for geographers and environmental-enthusiasts alike*”

This is all very well written, to a point that it sounds quite appealing to the reader!

Every part of the trip is mentioned positively, even mealtimes and how they will help people socialise and work as a team.

That should give you some help to get started! Remember, you can receive feedback on any draft applications by contacting Alban Dickson on alban.dickson@stir.ac.uk

Good Luck!