

HSU Committee Training – Activities Inclusion Fund Guidelines

Overview

Awards of up to £50 are available from HSU to help current HSU Society Committee members cover the cost of attending the HSU Committee training on the 12th September. Funding spaces are limited, and we will communicate when all funds have been allocated.

The Activities Inclusion Fund aims to support those who are experiencing financial hardship and would not otherwise be able to engage with Committee Training as a result. The Fund is not designed as a support measure for students in immediate financial crisis, nor is it a long-term solution to funding difficulties, we are happy to point you to further support if this is what you need.

The Fund is open to Hallam students of all levels of study, including both home and international fee status, but you must be a Society Committee member and wanting to attend HSU Committee Training.

The Student Rights & Campaigns team will review your submission. The Societies team will only be told about your application if your Society Committee membership needs to be verified, they will not get asked any further detail except your name & society membership.

How it Works

- **Applications to the fund will be open from the 28th August – 10th September.** We aim to get back to you with your application within 3 working days.
- You can claim **up to £50** for bus, tram, petrol or train fare to Sheffield from your home.
- If your fare is above £50, we will only be able to cover up to £50 and you will be expected to fund the rest.
- You will apply before you've paid for your travel costs, if accepted, you will then be sent an expense form and details on what we've awarded you.
- You can then purchase your fare/take the bus/pay for your petrol, and use the claim form to submit a receipt of this to us. **You will have until the 19th September to do so.**
- **If awarded, you must attend Committee training to be able to claim your funding. The Societies team will have a register of attendance on the day.**
- Once you've submitted your claims form, we aim to have the money back to you within 2 weeks.
- If your receipt has the wrong information, we reserve the right to reject payment.

Reasons why you may be unsuccessful

- You have not completed the form or have filled it out wrong.
- You are not a Society Committee member.