

Societies Funding Guidance

All Societies are eligible for funding throughout the year from Hallam Students' Union, and this can be achieved in a number of ways to ensure all our Societies have fair access.

1. Launch grants: Every new ratified Society is granted £50 to get started. If you are reopening a recently closed Society, you will be granted either the £50 start up fund or what was in the Society account at the time the Society closed. This will be determined by what amount is higher and the length of time that the Society has been closed.

2. Society funding: All Societies are eligible to bid for funding from the Students' Union via the Funding Request section on the Committee Portal on our website (in the Finance Section). See the Society Funding Criteria below for more information.

3. Taster Session funding: At specific times of the year the Students' Union offer funding for societies to run Taster sessions. Taster sessions are designed for students to 'try out' a society before buying a membership. As you can't use membership fees to cover the cost of tasters, we'll help cover more of the costs and the criteria is slightly different. See the Taster Session Funding Criteria below.

Society Funding Criteria:

Society funding is available to support your Society to host impactful and meaningful activity for your members while reducing potential financial barriers to participation. Our funding works on a 50% matched basis, meaning that we will fund up to 50% of the events overall costs providing certain criteria is met. This section will give you a brief outline of this criteria, what you could apply for funding for and some considerations on what the funding will achieve for your members

Firstly, Society funding is only applicable to full members, so if you have 10 standard members and 10 Associate members attending a trip or event, the funding granted will only be considered for those who hold standard membership.

Secondly, the funding must be inclusive. The Union will not fund events or trips that are for a small minority of your membership as the funding should benefit the Society, not specific individuals or just the Committee for example.

Thirdly, the funds will not be transferred to your Society account. It will be allocated to you for the specific purchase or claims you make for that funding request. If you do not use the funding in its entirety the excess will be returned to the funding pot for future applications. That isn't to say you should spend the funds for the sake of it as your Society will also benefit from the funding pot in the future.

Consider if the reason for your application is a collaboration between multiple Societies, if the funding is intended to promote inclusivity in the event, whether it is part of an event that is in partnership with HSU Volunteering or whether it is aimed to support your Society's development. Knowing what the impact of funding on your Society will be helps ensure that funding is granted where it is most impactful.

Important guidelines and tips for a successful application

- 1. Be realistic:** HSU has limited funding to cover all Societies - and it needs to be shared out fairly! Whilst there is no limit on what funding you can bid for, you need to seriously consider whether you're asking for a reasonable amount of funding.
 - 2. Be clear:** We'll want to know exactly what the funding will be used for, including a detailed run down of how it will benefit your society. Remember, all funding bids must be for the benefit of all society members.
 - 3. Exhaust all other possibilities:** As a committee, you're responsible for the financial security of your Society. We want to see evidence that you've tried other sources of funding by yourself. This could be membership costs, event ticket sales, sponsorship, fundraising, and much more - ask the Societies Team if you need help!
 - 4. Check our limits:** As a Students' Union, there are some items that we simply can't fund so check the list below for a full list.
 - 5. We offer matched funding:** HSU only accept funding bids for up to 50% of the projected cost. If your purchase is £200, we can fund a maximum of £100. Each application will be reviewed on a case-by-case basis.
 - 6. Consider the criteria:** Funding is awarded to bidding Societies that meet the aims and objectives of the Union. Your application should be tailored to describe the benefit to your Society, and you should ensure that it clearly meets the criteria detailed above.
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Please note that there are some requests that we will **not accept** Society funding bids for. These include:

- 1. Costs for your day-to-day, or regular Society activities**

2. Events or trips that are purely for a social purpose eg. Nights out, society balls, pub visits
3. Costs of food or drink
4. Personal clothing or items, e.g. society hoodies, prizes, gifts for speakers etc
5. Requests made retrospectively to cover costs already paid
6. Amounts totalling over 50% of the total cost of your proposed purchase

The below items cannot be paid for from Society accounts **at all**:

1. Anything contravening HSU policy, or that could reasonably be construed as such
 2. Campaigning for the political aims and ends of a political party
 3. Donations to any other charitable organisation
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How to apply for funding:

1. Read and understand this funding guidance document – more guidance can be found [here](#).
 2. Think carefully about what costs you might have come up and make sure your bids are placed with enough time to be judged, funding to be released and orders to be placed according to our financial guidelines. We will not, under any circumstances, fund applications made retrospectively.
 3. Fill in the relevant **Funding Request Form** available on the Finance page, providing information about what you're funding request (the more information the better) and we will need evidence of quotes/costs.
 4. **Enjoy your event!** We would love to see how your event gets on! So let the team know how it went and consider tagging the Students' Union in your social posts so we can share what you have been up to.
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Unsuccessful in your bid? Don't worry, it happens! Here's what you can do next:

The Societies team will never deny a funding request without discussing why with the Committee. It might be that the form was missing some key information or

that the funding request does not meet the criteria set out above. There are some things to consider around your next steps:

- 1.** Is your membership fee reflective of what costs you have? - if you don't charge members to join but want to organise a free trip to Australia, now might be the time to recalibrate your expectations! Could you raise your membership fee, or make the activity more appropriate to your income?
 - 2.** Raise funds in other ways - Consider fundraisers, selling tickets, seeking sponsorship and other income-generating activities to cover your costs.
 - 3.** Speak to your Society co-ordinator - If you're really stuck for ideas, come speak to us!
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Taster Session Funding Criteria:

Your taster session should be your first meeting of the year. It should be reflective of your regular activity as a society and offer prospective students the opportunity to try out your society without the membership cost. Hosting a taster session also gives your society the chance to gain new members. Read more about taster sessions [here](#).

Examples of past taster sessions:

- Film Society screened a film in their usual venue, the Void, and applied for funding to provide popcorn for their extra attendees.
- Band Society invited new members to attend one of their weekly rehearsals.
- Hallam Union Pole applied for funding to subsidise pole classes for a full week! Prospective members were able to attend for just £1.

You can apply for up to **£150** towards your taster sessions (including a **maximum of £50** for food costs), and we'd encourage you to apply! You should request funding when registering your taster session. You'll need to state how much funding you want to apply for, and what the funding will be used for.

Please note that **we will not approve funding** for the following in taster sessions:

- 1.** Personal clothing or items, e.g. society hoodies, prizes, gifts for speakers etc
- 2.** Requests made retrospectively to cover costs already paid
- 3.** Anything that would be used in long term regular activity (i.e. subscriptions or equipment)

The below items cannot be paid for from Society accounts **at all:**

1. Anything contravening HSU policy, or that could reasonably be construed as such
 2. Campaigning for the political aims and ends of a political party
 3. Donations to any other charitable organisation
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How to apply for Taster Session Funding:

As we approach Taster Session time, the Societies team will send a form out for societies to register their taster session with us. Part of this form will ask you if you would like to apply for funding, what it will be for and how much you need.

As with regular societies funding, we will allocate the funding through claim forms and purchase orders as the money will not be directly allocated to your account. Any unspent funds will be returned to the funding pot for societies.