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**Application for Society Support Fund**

**2014/15**

You will need to refer to the **Society Support Fund Guidelines** (enclosed within) **before completing this application form**. Please take the time to read the guidelines to ensure that you fully understand the application procedure.

**Please complete this application form before spending any of your own money. We cannot guarantee that you will receive the full funding for your projects.**

Please hand completed forms in to the Students’ Union reception desk, the Student Engagement Team or e-mail them directly to SU Engagement (suengagement@wlv.ac.uk)

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| --- | --- |
| Society Name | ……………….............................................................. |
| Chairperson’s Name | **……………..............................................................** |
| Contact e-Mail | **………………..............................................................** |
| Contact Number(s) | **………………..............................................................** |
| Name of Your Project | **………………..............................................................** |

|  |  |
| --- | --- |
| ***(Office Use Only)*** | **Reference Number: ………………..** |
|  |  |
| **Date Reviewed: .…/.…/………** | **Amount Granted: ………………….** |

**Guidelines for the Society Support Fund applications**

Here is some information about the Society Support Fund and how you can increase the likelihood of being accepted to funding for your events / causes. Please take the time to read all of this information in order to dispel any confusion that you may have about this form!

**What is the Society Support Fund?**

The Society Support Fund is a budget set by the Students’ Union every year of **£5000** that **any registered society can apply for**. This is shared between all societies. Once this money has been allocated and distributed there is no further funding for the remainder of the year.

**Who can apply for Society Support Fund?**

Any society that is registered with the Wolverhampton Students’ Union can apply for any amount of the funding; though **it is not guaranteed that they will receive the full amount which they have applied for**. If you have a society that is not currently registered with the Wolverhampton Students’ Union then please take the time to fill out the paperwork and hand it in to the reception desk at any campus. The forms can be found here: <http://www.wolvesunion.org/societies/societyresources/>

**NB.** **Only societies that are registered with the Students’ Union will be considered for funding.**

**What can we apply for funding for?**

You can apply for funding for almost anything (within reason)! The only thing that we cannot fund is clothing and alcohol. As an example, we can fund: food for meetings, travel expenses, tickets for events, society activities/days out, printing costs.

**What happens after we hand the application form in?**

Once you have submitted your form either to the Student Engagement Team, the SU Reception Desk or e-mailed it directly to SU Engagement, your application will be appraised by a committee who decide on the amount of funding that you receive. As stated you are not guaranteed to receive the full amount of funding, hence we suggest that you **do not spend any of your own money** and then hope for a reimbursement. You will then be contacted by SU Engagement who will let you know of the next step to claiming your funding.

**Tips for getting a successful application:**

Be clear in your application whom your project will affect, the amount of people that it will affect and the reason for carrying out the project.

Consider whether the costs are necessary: though we are willing to fund your projects we do not want to waste money which could be allocated for better purposes. Try to be reasonable and sensible with your claims as you are more likely to receive a successful application form. For instance: we would be unlikely to fund coach transport to Walsall from Wolverhampton for an event during the week, when there are free campus shuttle buses available.

**Claiming your money**

If your application is successful then you will receive notification by e-mail to the address supplied on the front of the application form. There are several ways in which we can fund your project:

1. We can pay for items on your behalf either online, by telephone or via bank transfer to the company
2. We can refund items that you purchase as stated on the application (via a **valid** receipt)

**Please note:** Any successful applications must have been claimed by the 31st May. If not, the money may be put back into the support fund to become accessible to other societies.

**NB. We do not encourage purchasing items before submitting the application form.**

All completed forms must be handed in to SU Engagement in the Students’ Union (located next to the Lounge). Alternatively, you can e-Mail completed forms directly to: [Suengagement@wlv.ac.uk](mailto:Rebecca.Withers@wlv.ac.uk), or hand them in at the reception desk in either of the Students’ Union’s locations.

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| --- |
| **Name of the project:** |

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| **Date(s) the event will take place:** |

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| **Outline of the project:** |

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| **Have you been/will you be fundraising to supplement this application? Y / N** |

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| **Who will your project affect / who can take part?** |

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| --- |
| **Location of the project:** |

**Financial Breakdown**

In this section you will need to supply specific information with regards to what the money is being spent on and exactly how much it will cost. If you require more space then please attach another sheet of paper to the application form and fill out the box at the bottom of the list. Please note this section **must** be completed for the application to be considered.

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| **Item** | **Quantity** | **Cost** |
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| **Total Cost:** |  |

**Evaluation sheet**

After the event has been carried out ensure that you return this sheet to let us know how the event went. Failure to inform us of how the event went may lead to future applications for funding being unsuccessful.

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| **How did the event go?** |

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| **Roughly how many attendees did you have?** |

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| **Did you encounter any issues?** |

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| **Is there any way that we could improve on this service?** |

**NB. Only complete this if you requested funding for an event/activity, we do not require this on purchases such as promotional materials.**