

# Society Grant Request Form

2025/26



## Society Details

The full title of the Society is:

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Name of President (Please print): \_\_\_\_\_

Signed: \_\_\_\_\_

Name of Treasurer (Please print): \_\_\_\_\_

Signed: \_\_\_\_\_

## Allocation of grants

The amount allocated to your society by RGU:Union will depend on several factors. From the union's point of view, it will depend on how much of a total grant we have to allocate to societies. From the viewpoint of your society, we will take into account the following factors:

- How realistic is your grant application?
- Is your society doing enough to raise their own funds (generally through sponsorship or fundraising)?
- Are the costs an appropriate way to spend society funds?
- Has your society submitted an annual report for the previous academic year (grants will not be allocated until this has been received)?
- How many members did your society have last year?
- How active was your society last year?
- Did your society maintain regular communication with RGU:Union in the previous academic year and answer important emails in a timely manner?
- Was the society's money spent appropriately last year, with all money cleared from the Grant Account?
- Has the grant application been received on time?
- Has the society committee completed their society training, or scheduled it in for the new term?
- Has your society linked with other societies in the previous academic year?
- Did your society send at least one member to each society forum in the previous academic year?



On receipt of all grant applications the Society Finance Sub-Committee will meet to discuss, allocate and approve the grants. The Committee will comprise:

- Union General Manager
- Student Development & Volunteering Co-ordinator
- President (Communication and Democracy)
- Vice President Societies

## Proposed Society Activities

Please give details of what you aim to do with the society and your proposed society activities for the academic year. Please provide as much detail as possible to aid your application for a grant.

(Continue on a separate sheet if necessary)

## Projected Expenditure

### Running Costs



Expenditure Item

(Please specify in detail)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Projected Cost

£ \_\_\_\_\_

£ \_\_\_\_\_

£ \_\_\_\_\_

£ \_\_\_\_\_

£ \_\_\_\_\_

**Total Projected Running Costs**

£ \_\_\_\_\_

**Equipment Costs**Items RequiredReasonCost

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

£ \_\_\_\_\_

£ \_\_\_\_\_

£ \_\_\_\_\_

£ \_\_\_\_\_

£ \_\_\_\_\_

£ \_\_\_\_\_

**Total Equipment Costs**

£ \_\_\_\_\_

Projected Running Costs      £

+

Projected Equipment Costs      £

=

**TOTAL EXPENDITURE**      £ \_\_\_\_\_**Projected Income**

Membership fee for this session will be: £ \_\_\_\_\_ per member

(Minimum of £5 per member)



<u>Type</u>	<u>Estimated Income</u>
Membership fees	£ _____
Sponsorship	£ _____
Fundraising	£ _____
External Grants	£ _____
_____	£ _____
_____	£ _____
_____	£ _____
_____	£ _____
_____	£ _____
<b>Total Projected Income</b>	<b>£ _____</b>

Projected Expenditure                      £

-

Projected Income                              £

=

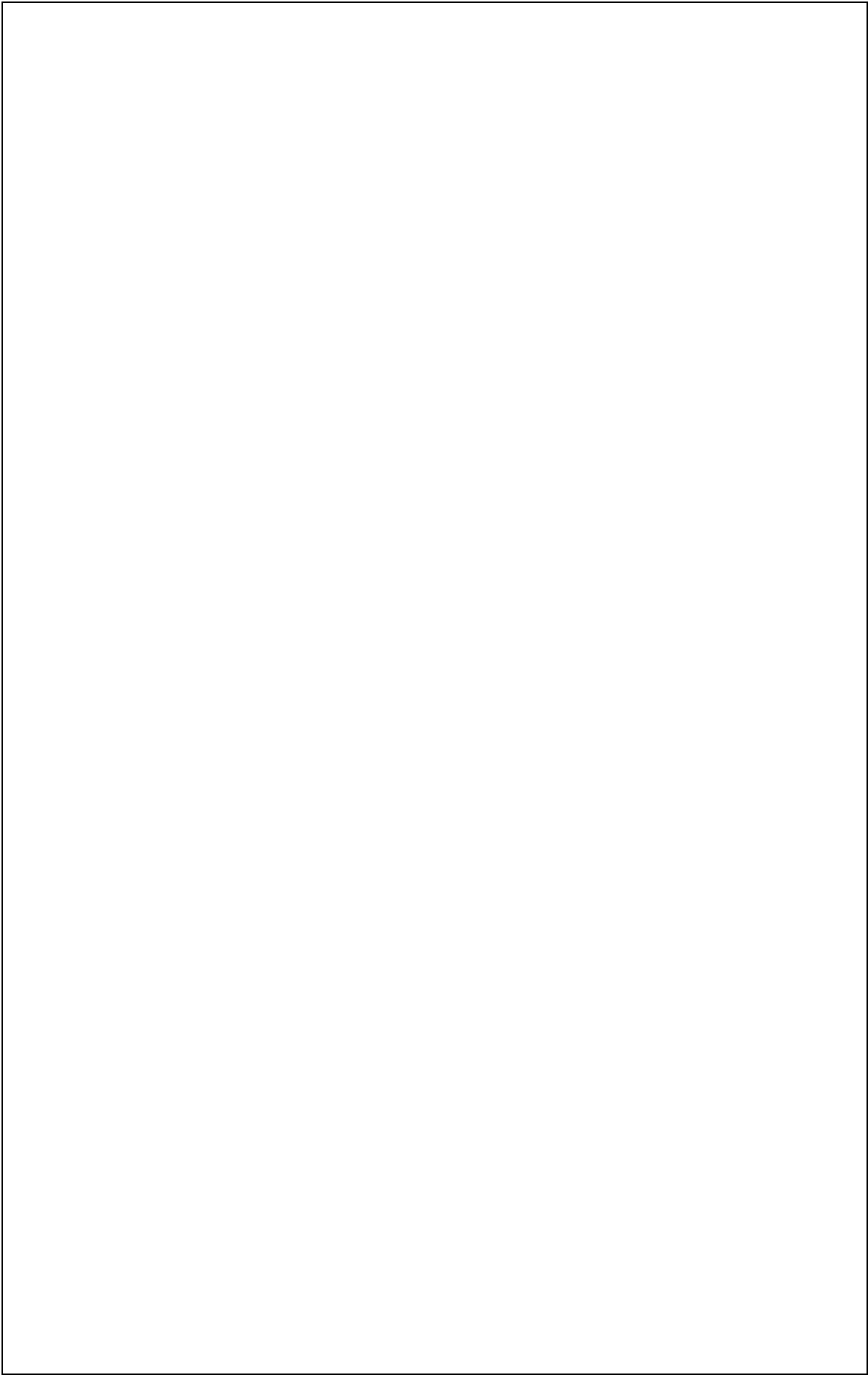
TOTAL GRANT APPLIED FOR              :      £ \_\_\_\_\_

**Client account balance carried over from 2024/25:**

### **Additional Notes**

Please use the space below to include any other relevant information in aid of your application





### Declaration

RGU:Union is committed to processing personal data in accordance with its responsibilities under the General Data Protection Regulation (GDPR). The GDPR, is a European Union-wide law that was introduced on 25th May 2018. The principles of the GDPR can be accessed here:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/principles/>

Personal data is any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier, including a name. If it is possible to identify an individual directly from the information being processed, then that information may be personal data.

The lawful bases for processing are set out in Article 6 of the GDPR. At least one of these must apply whenever we process your personal data. In the case of the Society Grant Request Form, we process data on the basis of Consent. By providing the data in this form, you are giving clear consent for this data to be processed for the purpose of the form.

I confirm by providing this data I am giving consent for it to be processed for the purpose of this form.

Signed: \_\_\_\_\_

Please note, personal data submitted via this form for the purpose of Society Grant Request is retained by RGU:Union for 6 years. For more information on the lawful basis on which we process personal data in particular instances, how long it is stored for, whether it is shared with any other parties and your rights regarding accessing your personal data, see our Privacy Statement [www.rguunion.co.uk/GDPR](http://www.rguunion.co.uk/GDPR) and Member Data Retention Guide [www.rguunion.co.uk/dataretention](http://www.rguunion.co.uk/dataretention)

Signature		Date	
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### For administrative use only:

Date submitted:

Grant Allocated?

YES	
NO	

Amount (if applicable):

