

# Club Development Fund Request Form

The Students' Union has a small pot of money available for sports clubs to apply for. This fund is designed to provide small grants that will help to increase the sustainability of the club and allow it to grow.

## What can the funding can be used for?

**Development:** Take your club to the next level, this fund is for purchases that will benefit the club in the long term. E.g. a piece of equipment, training, or subscription to a national organisation or something else that is going to improve your club.

Funding for events and trips are highly unlikely to be granted and should be self-funded where possible, however competition entry fees may be covered (funds dependent) if the Club wishes to represent the Union.

Clubs which are really struggling to cover transport costs for BUCS fixtures/competitions will also be considered for the grant as long as they can outline how this will benefit the club in the long term.

**Safety:** If your club requires extra kit or equipment to ensure the safety of your members, submit an application to help us fund what you need for your activities to take place.

**Inclusivity:** This funding seeks to help our society welcome students to your activities who may face certain barriers to participation. Improve access to your society with certain equipment, training, or other initiative's.

## Important Guidelines and tips for a successful application

1. **Be realistic:** The Students' Union only has a small pot of money available for clubs to apply for and with just 41 clubs we must ensure all clubs have fair access to the money available, you need to seriously consider whether you're asking for a reasonable amount. If your club can't survive without this funding you might need to consider other funding sources or reviewing your activities.
2. **Be clear:** Clubs must provide evidence on how the money requested will support the long-term development of the club.
3. **Check our limits:** As a Students' Union, there are some items that we simply can't fund, check the list below for a full run-down of things that might lead to an unsuccessful application.

4. All funds granted must be spent within 2 calendar months of grant approval or the money will be reinvested into the grant to be relocated to another society.

We will not accept funding bids for the following:

- Costs for your day-to-day or regular club activities
- Events or trips that are purely for a social purpose
- Costs of food or drink
- Requests made retrospectively to cover costs of a previously made purchase
- Anything contravening other Worcester SU policies, our constitution or bye-laws , or that could be reasonably be construed as such
- Donations to any other charitable organisation

## The Application Process

1. Visit

[https://forms.office.com/Pages/ResponsePage.aspx?id=QYA4YykDPEOksRmij84x\\_l3TqS\\_jGFPmyJSXvwoY2FUOE9QTVRTOE5GTTZHRTBFTU1aSDYyVzdOTiQlQC\\_N0PWcu](https://forms.office.com/Pages/ResponsePage.aspx?id=QYA4YykDPEOksRmij84x_l3TqS_jGFPmyJSXvwoY2FUOE9QTVRTOE5GTTZHRTBFTU1aSDYyVzdOTiQlQC_N0PWcu) and submit your Clubs Development Fund Request Form

2. Be sure to include any links or information on what you are purchasing
3. Following submission deadline, committees who have applied will be invited to pitch your request to the panel which consists of Vice President Student Activities, Student Activities Manager, BUCS Sport Administrator and Director of Finance & Commercial. This will give the opportunity for the panel to hear about your request and ask questions. These will take place **Thursday 24th October PM, Friday 25th October PM.**
4. Once the panel have met with all committees who have applied for the fund, you will be notified of whether your application has been successful or not and given the information on the next steps.

**Applications Open: Monday 14th October 2024, 9am**

**Applications Close: Sunday 20th October 2024, 10pm**

**Meetings with the panel: Thursday 24th October PM, Friday 25th October PM.**