**Development Fund Guidance and Criteria**

This guide aims to provide guidance and clarification on the funding support available to societies and clubs and the steps to go about applying for it.

We support affiliated student groups development by inviting them to apply for funding through DSU to assist in the development of groups in addition to money raised through a self-funding account.

Development fund money can be bid for by societies, sports clubs, student volunteering groups and for one off student projects. Unfortunately Demon Media are currently unable to bid for funding due to the way funding is allocated for Demon. If development funds are needed for Demon Media please speak with a member of the Activities Team.

This funding pot is made up of £8500 for 2017/18. It is split up in the following areas:

* Societies - £3000
* Cultural and Religious Societies - £1500
* Sports Clubs -£2000
* Community volunteering, fundraising and one off projects - £2000

**What the funding can be requested for**

Funding applications will only be considered if the project in question will benefit those involved. Please see below for examples:

* Educational talks by academics or industry professionals
* Performance (except BUCS Sports Teams)
* A seminar series
* Promotional event
* Fundraising and charity events costs – this money will only be considered if you clearly detail how you intend to spend at least 25% overall (including development fund grant and self-funding costs) of the money you intend to raise.

General applications more closely linked with the running of the society will also be considered, a common example will be a promotional campaign to recruit more members.

**What the funding can’t be requested for**

Examples of those projects which funding will not be awarded for:

* Donations to any other organisations, this includes charities and political parties.
* Purchasing of alcohol
* Food and drink
* Donations to other charities
* Expenses to attend a political rally/demo for non-student related issues
* Any other projects which are against the DSUs mission or values, or its legal obligations

**The Funding Application Process**

Funding applications are welcome at any time and must be submitted using the online form (LINK).

Your bid will be considered at an Activities Panel or the Sports Panel (Sports Related Applications only) by student leaders with a representative from each student group category. The panel will meet on the following dates in 201718. Your bid must be submitted before the deadline I order to be considered by the Activities Panel.

**Activities Panel Meeting Dates**

|  |  |  |
| --- | --- | --- |
| **Deadline for Funding Applications** | **Dates Meeting Agenda will be Published on the DSU Website** | **Meeting Taking Place** |
| November 3rd | November 10th | November 15th |
| December 1st | December 8th | December 13th |
| January 5th | January 12th | January 17th |
| February 2nd | February 9th | February 14th |
| March 2nd | March 9th | March 14th |
| May 25th | 1st June | June 6th |

**The Criteria**

All bids will be judged against a scoring criteria when deciding how much money to award

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Score*** | 0 | 1 | 2 | 3 | 4 | 5 |  |
| *Impact of being assigned funding*  | Funding would have no benefit to the groups aims  | Funding has a one-time benefit to the group  | Funding benefits the society for one whole academic term | Funding benefits soc for an academic year  | Funding benefits the group for more than one academic year | Funding will benefit the group for at least two academic years |   |
| *How many people the funding would affect*  | Funding benefits less than 5 society members | Funding benefits a minimum of 25% of society members *(If your group has less than 25 members this will be considered as 5 people)* | Funding benefits a minimum of 50% of society members (if your group has less than 25 members this will be classed as 13 people) | Funding benefits all members of society  | Funding benefits students outside of society or members of the local community (e.g. non-society members welcome to attend event/workshop or a long term charity project)  | Funding used to benefit hard to reach students that aren’t normally part of your group. (This could be mature students, post graduates, international students etc.) |   |
| *Necessity of funding for the student group or prjects overall aims*  | If funding not received, it will not affect the groups aims for the year  | The student group or project is unable to deliver its aim or one development plan goal. | The student group or project is unable to deliver at least 25% of its aims as stated in the overall aim or development plan | The student group or project is unable to deliver at least 50% it’s aims as stated in the overall aim or development plan | The student group or project is unable to deliver at least 75% it’s aims as stated in the overall aim or development plan | The student group or project is unable to deliver it’s aims as stated in the overall aim or development plan |   |
| *Amount of funding requested and other funding sources sought* | The funding is for 100% of costs  | The funding is between 50% and 99% of costs. | The funding is up to 50% of costs  | The funding is up to 50% of costs with a detailed plan submitted of where other funding will come from.  | The funding is up to 25% of costs with a detailed plan stating where other funding sources will come from submitted. | The funding is less than 25% of costs with a detailed plan submitted of where funding will come from.  |   |
|  |  |  |  |  |  | Total Score |  |

**FAQ’s**

**Can we apply for funding after we’ve ran an event?**

Yes – however it will be considered against the criteria as to why this wasn’t submitted earlier. If the bid is because an activity, event or item purchased was not properly planned or budgeted for this will be held against you.

**I am a society member, rather than a committee member – can I apply for funding?**

No, only committee members can complete the application forms but you are more than welcome to help with the completion of it.

**How does mileage work?**

If you are applying for funding for mileage to get to/from a trip please work it out at 45p per mile in line with other DSU policies.

**Can we submit more than one application per term?**

Of course, but please be aware that you can only submit one application form per project you wish to apply for. Please note that the number of previous funding allocations given in the year will have an impact on whether future applications will be successful or not.

**What can I apply for if I’m a sports club?**

Sports clubs are welcome to apply for money that is for non-sport related matters. DSU is unable to fund equipment, kit or facilities as this is covered by DMU Sport. You are welcome to apply for costs to cover charity events. This will be submitted to the Sports Panel rather than the Activities Panel.

**Can I attend the Activities Panel/Sports Panel?**

**How do I find out if my group has been allocated funding?**

The person who submitted the bid will receive an email that details what they have been granted the funding for after the meeting has taken place.

**Final Points**

Once projects are completed an evaluation form must be completed, failure to do so could result in future funding applications being automatically rejected. We want you to shout about your projects/events – remember to use social media and tag us in your posts.

**If there is anything you feel you’re unsure of or if you have any questions, please email** **activities@dmu.ac.uk**

