1. **Supporting Document - Funding Bids**
   1. **Funding Guidelines**
      1. There are three funds available to bid for: Projects, Campaigns and Sustainability (funded by the University) funds.
      2. These funds will be administered by the following forums:
         1. Sustainability Forum
         2. Operations Forum
         3. Welfare Forum
      3. The total amount of funds available for each funding pot is as follows:
         1. Projects fund - £4000
         2. Campaigns fund - £4000
         3. Sustainability fund - £5000
      4. The overseeing of each fund by relevant forum shall be as follows:

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| **Forum** | **Fund** |
| Sustainability Forum | Sustainability Fund |
| Operations Forum | Projects Fund |
| Welfare Forum | Campaigns Fund |

* + 1. The relevant forums shall oversee the approval of the funding pots.
  1. **Bids Eligible for Funding** 
     1. Bids may be made for the following:
        1. To ensure the student voice is central to university life
        2. To improve the students’ welfare
        3. To develop a well-led and a values-led organisation
        4. To create great networks and communities
        5. To ensure that the SU is financially and environmentally sustainable
     2. Due to legal restrictions funds cannot be used to spend money on anything that does not affect students as students. Funds cannot be used to make donations to outside bodies.
     3. Funds are not designed for regular projects or costs, for example Society or Sports club equipment where this would be funded by the Societies Federation or Sports Federation.
     4. Private vehicles used for the purposes for which funding has been granted must have Business Use cover.
  2. **Bidding Process for Funding**
     1. Any full member of the SU may make a bid to the Funds available.
     2. To make a bid, an application form must be completed detailing the following information:
        1. The name(s) and contact details of the bidder(s).
        2. The name and a short description of the project/campaign.
        3. The amount of money requested.
        4. The justification for the amount requested including a breakdown of individual costs and expenses.
        5. Information about any other attempts, successful or otherwise, for alternative funding.
        6. Information about how the project/campaign will be of benefit to the bidder, the wider student body and the SU.
     3. The SU will advertise deadlines for funding bids, from the start of the academic year.
     4. The bidder(s) will be invited to the meeting. If they are unable to attend, they may send either a proxy or a written statement in their place.
     5. The forum has the right to award less and, in some circumstances, more than the amount requested if it is felt appropriate.
     6. Any member of the relevant forum who is involved in the project/campaign must declare a conflict of interest and should abstain from voting.
     7. The representatives from forum shall provide an update at each Council meeting to declare awarding of bids at the next forthcoming Council.
     8. The bidder(s) will be awarded funds at the earliest opportunity. The fund shall be transferred to their SU student group account or individual invoice be paid.
     9. To prevent misappropriation of the funds and monitor the progress of the projects, the Student Voice team will request a final evaluation report on behalf of the relevant forums.
  3. **Successful Bids** 
     1. If a bid is successful, the Student Voice Team will oversee the administration of the money, on behalf of the relevant forums.
     2. In case of an individual bid, the money shall be paid via an invoice whereas if it is a society / sports club, the money will be transferred to the relevant SU budget line.

* 1. **Best practices for Bidding**
     1. Ensure all sections of the application form are fully completed and provide clear details about your project.
     2. Clearly explain how your project aligns with the SU’s core aims and values.
     3. Provide a detailed and accurate breakdown of all costs and expenses.
     4. Highlight the expected benefits for the student body and the wider community.
     5. Include all necessary supporting documents, such as letters of support and previous work, to strengthen your application.