

LGoS recognises the importance of student activity, and endeavours to provide adequate support to anyone involved in activities that will benefit the student or wider community.

Whilst the majority of Activity Group funding comes from membership subscription, fundraising activities and events or sponsorship, LGoS will consider supporting activities that are aligned with the organisations' aims, vision and values.

## Project Grant Funding

Activity Groups are invited to apply for funding on a 'project' basis. Projects may range from running one-off events, to the ongoing development of a Group.

Groups can apply for money for any projects they plan to run. However, all projects must 'educate' those involved and cannot be spent purely on social events. Some examples of projects that may be considered are:

- an educational talk;
- theatre performance;
- a series of discussion seminars
- attending a conference;
- running a promotional event.

The general running of an Activity Group may also be considered a 'project'. This may include a promotional campaign to recruit more members to a group. However, project funds should not be used for general administrative purposes.

Activity groups should follow the process outlined in this document to apply for funding for projects.

## Funding Limitations

Grants will be awarded to help subsidise Activity Group expenditure, but should not be considered the sole source of funding.

As a charity, LGoS will only fund projects that are being run for the benefit of its members.

Furthermore, project grants **will not** be awarded for the following activities:

- Affiliations or donations to organisations that do not directly benefit students (e.g. political pressure groups);
- Purely social events;
- Food & drink;
- Expenses for attendance to a political rally/demo for non-student related issues;
- Donations to other charities;
- Other projects that contravene LGoS' mission or values, or its legal obligations.



## Application process

Funding can only be requested for projects taking place during the academic year 2008/9. You may apply at any point in advance of a project, although it is expected that projects will be fully planned before a funding application is submitted.

On rare occasions, Activity Groups may also apply for money retrospectively, either during an ongoing project, or following the successful completion of a project. However, an explanation must be given as to why funding was not applied for in advance.

## How it works

- Activity Group convenors complete and submit the online form. ([www.lgos.org/activityfunding](http://www.lgos.org/activityfunding))
- All applications will be checked, assessed and decided upon on a regular basis.
- Applicants will be informed via email whether their application has been successful within 2 weeks of applying.
- Any funds allocated will then appear within the Activity Groups 'grant' account at the earliest possible opportunity.
- Money should be spent inline with normal Activity Group procedures. ([www.lgos.org/howto](http://www.lgos.org/howto))

## Do's and Don'ts

- Only Group convenors may apply for funding, although members can obviously help with applications.
- Give yourself plenty of time before starting your project – leave time for processing your application and allocating the funds.
- Don't be afraid to ask – LGoS staff can help you complete the application if needed.
- Inform us if there are any changes to your needs – this will ensure that we can properly support you and make your project successful.
- You may only submit one funding application per project.

## Points to note

- There is no limit to the number of funding requests a group may submit each year. However, consideration will be given to any previous allocations when deciding upon an application.
- On completion of the project you must complete an evaluation form. Failure to do so may result in the funding being withdrawn.
- The expenditure of funds on purposes other than that for which it was granted requested may result in disciplinary action, and funds may be withdrawn.
- Legal action may be taken against anyone misappropriating Activity Group funds.