

# BL Malta Societies Grant Funding Guidance 2021/22

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# Introduction

The 2021-22 Malta Medical School Student Experience budget includes a €5,000 budget to support student-led societies.

Each newly affiliated society will receive a €50 start-up grant. All affiliated BL Malta societies can apply for further funds in 2 funding rounds throughout the academic year.

The purpose of the funding is to support BL Malta societies to run activities, projects, events, or initiatives to further their aims and objectives. Applications are open to affiliated BL Malta Students' Union societies only. As they have access to this specific fund for BL Malta societies, BL Malta societies are not eligible to apply for funding from the Societies grant funding pot in London.

# Deadlines

The table below shows the dates of the funding rounds, as well as the total amount of funding available for each round.

Round	Applications Open	Applications Close	Outcomes Circulated By	Total Available
1	14 December 2021	5 January 2022, 9am GMT	14 January 2022	€3,000
2	11 February 2022	25 March 2022, 9am GMT	8 April 2022	€1,000

# Eligibility

## How much money can we bid for?

Only the President or Treasurer of the society can apply – other committee members can help research and work on it, but it must be submitted by a President or Treasurer. To ensure that the fund goes to those who need it the most, societies with over €500 will not be eligible for grant funding, unless in exceptional circumstances.

Societies need a minimum of 10 paid members to be eligible for funding. Societies can apply for up to €500 in total.

## What can we apply for?

The following criteria is taken from those agreed upon by the Societies Board in London, a committee made up of student representatives who allocated London based society funding.

What can be funded	What can't be funded
<ul style="list-style-type: none"> <li>• Portering: If there is no free alternative</li> <li>• Events: E.g., venue hire, tech hire</li> <li>• A new type of activity/event- not your regular events: E.g., a dance society getting funding for an advanced dance coach for new performance classes</li> <li>• Entries and affiliations: Competition entries, insurance, membership to national organisations (that are not political or a charity).</li> <li>• Travel: Such as coach hire</li> <li>• Cultural food</li> <li>• Equipment: New or replacement equipment essential for society activity, hiring essential equipment</li> <li>• Training and development: Developmental opportunities for your members</li> <li>• Education: Opportunities/Resources for your members to deepen their learning either academically or in your society's interest area</li> </ul>	<ul style="list-style-type: none"> <li>• Online call platform accounts: You have access to Zoom Pro, Microsoft Teams and Google Meet: If you need to use a different platform you need to explain why these other platforms are not suitable</li> <li>• Regular activities/events: Societies should be able to fund this with their subs and/or be charging tickets to them</li> <li>• Anything you have already bought/paid for (known as retrospective bids)</li> <li>• Charity/fundraising events (this is known as ultra-vires)</li> <li>• Affiliation fees or donations to a charity or political body (also ultra-vires)</li> <li>• Food and drink, unless it is a core part to your society (e.g., Baking Society wanting ingredients for a special event)</li> <li>• Single-use plastics/promotional materials: As part of a commitment to environmental sustainability of activities</li> <li>• Anything that only benefits the committee such as committee merchandise e.g., hoodies</li> <li>• Gifts/thank you presents for External Speakers</li> <li>• Unspecified activity</li> <li>• Training where in-house training is provided</li> <li>• Activities not associated to your societies aims and objectives</li> <li>• Campaigning that would contravene charity law</li> <li>• Direct expenditure for the benefit of non-members that isn't in line with your groups aims and objectives</li> </ul>

### Are there any other considerations?

**Subs:** Your subs balance will be considered. This means if you have money in your account to cover what you are asking for, then it is very likely that your application will be rejected. You will need to justify why you need the funding and why you can't use the subs in your account.

**Training:** The President and Treasurer need to have completed the training to receive funding.

## Application Questions

The following are the questions you will be asked in the application form:

### Contact Details

- Please note that only Presidents or Treasurers can submit applications on behalf of a society.

### Project/Event/Activity Summary

- What is its purpose and/or aims: what it involves, how many students will benefit from it, and is it a collaboration?

- Please note that this fund should be used to help develop and grow your society, not to fund your regular activities. If you are bidding for multiple projects, please write each project in a new paragraph.

**How will this project/event/activity contribute to your society's aims and objectives and benefit your members?**

- Give us context on what your society already does, and how this funding will help you with what you want to do – for example do you want to grow your membership? Offer greater activities to them?

**When will this project/event/activity take place?**

- If you are not sure when exactly, please provide us with a rough estimate.
- If you are running multiple projects clearly state when each one will take place.

**How much money are you requesting from the Fund?**

- If you are requesting to fund multiple items, break each of them down here and provide a link to them if relevant: e.g., Item A (link to Item A): €54.99 (Includes €4.99 delivery), Item B: €100, Item C: €75, TOTAL: €229.99.

**When do you need this money?**

- Your application will be rejected if you need this money before when the outcomes are circulated for that round.
- We also need to know when you need it so we can set a deadline for you to use the money – if you miss this deadline the money will be recalled and put back into the fund.
- If you are applying for multiple projects, please clearly state when you need the money for each project.

**Why do you want to purchase these specific items/choose this service?**

- For example, if you are not asking for the cheapest option explain why you need a more expensive version of that product.
- If it is to pay for services/hire, explain why you want to use that service over others.

**Please provide a full project budget, all including a full breakdown of all income and expenditure.**

- Include details of how much the project costs in total if you are not asking to fully fund it and details of other income if you are using it, e.g. 'We will also be using £500 from our subs and will be making another £200 from selling tickets'.
- Alternatively, you can upload a copy of your budget plan.

**How much money you have in your subs will be taken into consideration so please explain why your subs cannot cover it.**

**How will your event be accessible and inclusive?**

- This will not impact if you get the funding or not, this question has been added to get your society to consider the accessibility and inclusivity of your events. If you want to discuss how to make your group more accessible and inclusive email [su-societies@qmul.ac.uk](mailto:su-societies@qmul.ac.uk) for help.

**How is the item/activity/event being funded sustainable?**

- This will not impact if you get the funding or not, this question has been added to get your society to consider the sustainability of your events. If you want to discuss how to make your group more sustainable email [su-societies@qmul.ac.uk](mailto:su-societies@qmul.ac.uk) for help.

### **Anything else you would like to tell the BL Malta Board about your application?**

- Use this opportunity to talk about your goals for your society. If you're using the money to help fund a big event this year, consider how you will fund it in future years and explain how this fund could help you this year and prepare you for future years.

## **Application Tips**

- Check how much money you're eligible for before planning what you are going to apply for
- Be detailed and specific: outline exactly what you want, give the BL Malta Board the full story
- Link it to your aims and objectives – demonstrate how this money will help you meet your targets for the year
- Include links/your research into your costings – show that you've done everything you can to get the best deal possible
- Spend time on your application – do not leave it to the last minute!
- Contact the Societies Team if you want someone to help you with your application.
- Explore other ways of funding this: it's never a bad idea to explore other sources of money to help fund certain equipment or activities. Check out our Sponsorships section on the Committees' Hub. By showing that you are using other sources of income, you are being proactive and not just relying on this fund.

## **Decision Making Process**

The BL Malta Board meet up, review, and allocate the funding. They will also look at the quality of your application when they make their decision. If your application is not clear what you'll be using the funding for, you are unlikely to get funding.

## **Funding Outcomes**

### **Finding out your outcome**

Once the BL Malta Board has made their decisions, an email will be sent out to all applicants with the funding outcomes.

### **If your bid is successful**

- The email will contain information on how to spend this allocated money as well as any details of any conditions attached to the funding including your spending deadline. You may get a follow up email from a member of staff asking for any documents we need to make your event/project go ahead – for example risk assessments and budget plans.
- The money itself will be transferred into your society's Grants Account, so when you start using it and want to claim back from it, make sure you are requesting to have the money reimbursed by your Grants Account and not your subs account.

### **If your bid was unsuccessful**

- Have a read through the comments which explain why your bid was not successful.

If the reason is not clear you can request further information from the Student Experience Manager in Malta. Sometimes applications are rejected if it was not clear enough what your group was going to do with the money.

If, after speaking to the Student Experience Manager about the reasons why your application was rejected, you are still not satisfied with outcome you can appeal the decision by contacting the VP Barts and The London.

The Executive Team will then make a judgement on whether the BL Malta Board made a fair judgement on their decision: you cannot use appeals to submit further information that was not on your initial application.

You can always resubmit an application in a later round, taking into consideration the comments that were provided to you.

Funding can only be spent on what it was awarded for. Any money unspent by the set deadline will be recalled and allocated back to further funding rounds.

## Accessing your Money (and GBP vs Euros)

When allocated grant funding, this will be transferred into your Students' Union grant account. You access this money via the Students' Union's finance processes, ensuring you make it clear in your expense claim or paying out request that this expenditure is coming from grants (and not subs). More information on finance request is on the finance pages on the Committees' Hub. Please note:

- As the money you are claiming from will be based in London, you are encouraged to submit expense claims involving UK bank accounts wherever possible to avoid international transaction fees.
- The money in your subs and grants account is in GBP. The exchange rate at the time of your finance request will be applied when processing your request.
- When planning activities which involve paying a Malta based company from your grant account please factor in a £15 international transaction fee into your budgets.
- Ticket sales and membership income will be in GBP.

## Frequently Asked Questions

### **We do not know our society's aims & objectives**

It is listed in your society handover document that you received over the summer: if you can't find it anymore, please click on this link to find them <https://docs.google.com/spreadsheets/d/1ZX55CQJtNxe-XhkwVx7Clh1dsx8xqnYTCZqmbSwsYQg/edit#gid=850708078>

### **My plans have changed, can I spend the money on something else?**

No. Funding can only be spent on what it was awarded for. Exceptions can be made if they are small changes (e.g. Video Gaming asking money for a specific game, but then later asks if they can use on another game).

### **When is the latest we can spend the money?**

All grant funding across the Students' Union needs to be spent by 31<sup>st</sup> July 2021 as this is the end of our financial year. Any unspent money will be recalled.

### **Can we request to change our spending deadline?**

If the money is for an event/activity that has been delayed, email [su-societies@qmul.ac.uk](mailto:su-societies@qmul.ac.uk) with proof that this has been delayed and we will work with you to set a new deadline (although this must be before the end of the financial year).