Student Media Grant Funding Guidance

Queen Mary Students' Union
2021-22

TOGETHER
WE IMPROVE STUDENTS' LIVES

Background

Each year, Queen Mary Students' Union receives a block grant from the University to support student activities and a proportion of this is made available to Student Media Outlets through an application process. This year there will be £10,050. £400 will be reserved for start-up funds for any new Outlets affiliated through the year. The remaining £9,650 will be available for Outlets to bid for through 2 application rounds throughout the academic year.

The purpose of the funding is to support Outlets to run activities, projects, events, or initiatives to further their aims. Applications are open to affiliated Students' Union Outlets only.

The Grant Fund is competitive and Outlets are encouraged, therefore, not to rely on funding from the Outlet Fund but to also consider how they can source other income for their projects/events/activities.

Deadlines

The rounds will take place as follows:

Round	Applications Open	Applications Close	Outcomes Circulated By	Total Available
1	Friday, 27 August 2021	9am, Tuesday, 14 September 2021	18 September 2021	£4,825
2	TBC (Heads of Media to be consulted)	TBC (Heads of Media to be consulted)	TBC (Heads of Media to be consulted)	£4,825

Any unallocated funds from round 1 will carry over into round 2.

The Application Process

Making a Funding Application

To apply for funding from the Outlet Grant Fund Outlets must submit an application form by the deadline set (late applications will not be accepted).

Applications must be submitted by a Head of Media (Editor-in Chief or other equivalent role). Applications will only be accepted if the Heads of Media have attended relevant Student Group committee training,

The application form will ask for the following information:

- How much money you're requesting

- A full budget breakdown of what you would spend the money on

- When and where the project/event/activity would take place

- Summary of the project/event/activity that you're applying for grant funding for

- How the project/event/activity will contribute to the aims of your Outlet and how it will benefit your members

- If your Outlet will be using any other income to support the project (ie, donations, sponsorship, ticket sales, subs).

- Outlets will be asked to explain why they require funding and why it cannot be funded by tickets sales, sponsorship or money in subs accounts.

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- For printing costs, Outlets will be required to explain why the funding cannot be secured through advertising or why money in subs account cannot be used and what their distribution plan will be (to ensure limited waste).

Providing as much detail as you can will strengthen your application.

To view all Outlet aims click here: https://docs.google.com/spreadsheets/d/1ZX55CQJtNxe-XhkwVx7Clh1dsx8xqnYTCZqmbSwsYQg/edit#gid=1538538305

Find the application form here: https://forms.gle/UfKGMUtgkwKvUGLbA

Decision Making Process

The applications are reviewed by the Student Media Finance and Affiliations Panel, which is made up of the Student Media Chair and Executive Officers. Decisions are based on a set of criteria, as outlined in the 'funding criteria' section of this document.

If your funding application is approved:

- You will receive an email detailing how much of your request was funded, any conditions of funding, a spending deadline, and a reminder of how to spend allocated money. If necessary, you will also be reminded to submit any relevant paperwork (such as budget sheets or risk assessments) for the event/project/initiative.

- The money itself will be transferred into your Outlet 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.

- 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.

If your application funding is not approved:

- You will receive a reason why. If the reason is not clear you can request further information from by emailing su-studentmedia@qmul.ac.uk. Sometimes applications are rejected if it was not clear enough what your Outlet was going to do with the money. You can get feedback from the Student Media Team on how to improve the application.

- Please don't resubmit the exact same application in later rounds – if it didn't get approved in the first place, it's unlikely to get approved without changes.

- If, after speaking to the Student Media Team about the reasons why your application was rejected, you are still not satisfied with outcome you can appeal the decision by contacting an Executive Officer.

Funding Criteria

- The total which Student Media Outlets can apply for is £2,000. This limit is for the whole academic year.

- Outlets need a minimum of 10 paid members in order to be eligible for funding (for round 1 last year's membership numbers will be used).

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- Outlets with over £1,000 in their subs account will not be eligible for funding except in exceptional circumstance.

What Can Be Funded

- **Production:**

  Printing/Equipment/Web Hosting/Domains/Software*

- **Events:**

  Contributions to venues, equipment, general costs

- **Promotion:**

  General Outlet promotion/events promotion. This must be sustainable and reusable promotional material to align with the Students' Union's commitment to sustainability.

- **Entries and affiliations:**

  Competition entries, insurance

- **Travel:**

  Such as coach hire, travel expenses, accommodation

- **Equipment:**

  New or replacement equipment essential for Outlet activity, hiring essential equipment

- **Training and development:**

  Developmental opportunities for your members

*Outlets with licencing and affiliation costs (such as external websites, domains, etc.) are required to cover the cost of this for themselves (i.e., is this not automatically covered by the Students' Union). Outlets may apply for grant funding for this but are also encouraged to consider how they can maintain their running costs themselves in the long-term.

*All Outlets who require it are provided with funding for remote Adobe Creative Cloud access. Outlets will not need to apply to this fund for it. This is following feedback from Heads of Media, whereby central funding for Adobe will be used on remote access for Outlets instead of on PCs in the Media Suite.

What Cannot Be Funded

- **Retrospective bids:**

  Anything you've already paid for

- **Donations or affiliations to a charity or political body:**

  As the Students' Union is a registered charity we cannot fund any donations to other charities, political parties, campaigns or trade unions. We can also not subsidise your charity fundraising activities.

- **Ultra Vires spending:**

  We can only fund projects/events/activities that directly relate to your Outlet aims and objectives

- **Projects/events/activities that do not benefit your members**

- **Food and drink:**

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Food or drink not considered to be a core part of an event/activity will not be funded

Additional Resources

For further information on how your Outlet's finances work visit the Committees' Hub: https://www.qmsu.org/clubs-socs/committeeshub/finance/

You can also see the Treasurer's Guidebook again for further information on Student Group Finances: https://www.qmsu.org/pageassets/clubs-socs/committeeshub/support/additional/Treasurer-Guidebook.pdf

Or check out the finance training in the Video Library for more tips and tricks. The link for the recording is down below. Skip ahead to 22:57 on the recording to watch the section on grant funding. https://qmulprod.sharepoint.com/:v:/r/sites/QMSUStudentEngagement938/Shared%20Documents/STUDENT%20ENGAGEMENT/Training/Student%20Group%20Video%20Library/June%202021%20Training/Finance%20Training%20June%202021%20Recording.mp4?csf=1&web=1&e=ut3doN

If you have any questions, now or after you've submitted your application, you can contact su-studentmedia@qmul.ac.uk. Please note that it may take us a few days to get back to you.

Good luck with your application!

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