

SUSTAINABILITY PROJECT FUND



Introduction

This year, the Guild of Students, in collaboration with the University, has funds available to support all students in a project focusing on sustainability and climate justice. The money is awarded to either help cover the entire cost of the project or to help subsidise the cost of an event, campaign, equipment or project.

This year, we have a total of £500 available for students to apply for the 2024/25 academic year. The funding is not ring-fenced, but successful applicants will demonstrate how their project is inclusive in nature and open to all FE and HE students.

How much can students apply for?

- All Students can make as many applications as they like throughout the year.
- There is not a set maximum total for funded projects. Students can apply for as much or as little as they deem reasonable. However, we encourage students to think carefully of their project so please make sure you plan and detail as much information as possible.
- Student Groups can also apply for the sustainability project fund, but any funding will be monitored against your current funding account. If the panel thinks you have enough funds in your Guild account, they may reject your application.
- We might ask you to attend a meeting before your application is considered. This might be the case if you're applying for a large amount, if your student group is recently formed or if we have further questions regarding your application.

What's eligible for Grant Funding?

List of things students can apply for (common expenses, but this is not an exhaustive list):

Types of Expenses	Notes
Any projects, events or campaigns that are linked to sustainability and climate justice and are inclusive in nature	
Equipment needed for sustainability projects	Your application should include: a) Where you intend to store the equipment b) How long you expect it to last until it needs replacing
Group workshops and training resources	
Paid speakers/professionals	Including guest speakers, teachers, art performers
Organising a day of volunteering (e.g. running a clean-up event where volunteers pick up litter)	
Organising a screening of a sustainability-focussed documentary	
Funding to run a stall with sustainability-focussed information and goodies for students	

List of things that we won't fund (not an exhaustive list):

Types of Expenses	Notes
Projects that do not fit within the realm of sustainability, environmentalism and climate justice	
Funds to clear any debt in your society account	
Donations to any other charitable organization (this is against Charity law)	
Projects that do not fit in with the Guild Strategy Plan	
Request funding for alcohol	
Funding for events and projects that exceeds the cost of the funding	

Please note: The above list are guidelines only and are not exhaustive. All applications are considered on a case-by-case, and occasional exceptions may be made. If you're unsure whether what you're applying for will be eligible for funding, please contact hamza@ucbguild.co.uk in advance so that we can advise and support your application.

How do you apply?

- As funding is very limited, it is important that you read through these guidelines carefully and get in touch if you have any questions. You should discuss your plans with a UCB Guild of Students staff member if you want to discuss your project beforehand. We cannot guarantee that we will be able to fund every application, so please make sure you plan accordingly.
 - We might ask you for further clarification and adjustments or require you to attend a meeting to discuss your application before it's considered by the Guild and University panel. This will help make your application as strong as possible, and maximize your chances of being approved for funding. You should apply well before the deadline to allow enough time for changes.
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To make your application as strong as possible, it should:

- Clearly explain the benefits to current University College Birmingham Students.
 - How the project has a focus on sustainability and/or climate justice.
 - Be well-researched, with clear evidence of proposed costs and value for money.
 - Clearly explain how the funding would help foster an environment of inclusion to all students and how sustainability and climate justice is at the center of the project or campaign.
 - Be submitted before the deadline for when the money will be spent.
 - Clearly explain how you would include the Guild of Students' logo in your promotion/marketing.
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Additional support after the application stage

Applicant will be notified of our provisional outcome decision within 2 weeks after the submission deadline or after an application has been made. Successful applicants will be invited to a meeting with a support staff at the Guild of Students' to discuss the details of their application, and what kind of additional resources or support might be needed to successfully run the project. These meetings will take place within one month of submitting the application, and they can be done in person or online.

Once a project is approved, applicants will be expected to report back on its development with the SU team. The frequency and reporting of the funds' spending are agreed with the applicants based on the response they provide in the application.

At the end of their project, applicants are asked to complete an End of Project Report to the Guild of Students', outlining

- The aim of the project
- The outcomes it achieved
- Any challenges they faced throughout the project, and how they overcame them
- Any photographs and media to display

Money reimbursement process

If your bid is successful, you can request reimbursement of agreed costs. Usually, students will purchase the items/materials etc themselves and then complete a money request form to get that money back. If this is not possible, we can work with the student on the best way of ensuring they have the money for their project/campaign.

Any money you are requesting as a result of a successful bid must be accompanied with proof of purchase/costs.

If you become aware that you will not require all of the funding allocated, please let us know so that we can make them available to other students/student groups.