



Club Grant Guide

su x uea+sport



What is the 'Club Grant'?

As a UEA sports club, you have access to grants from the Union to support your club's growth and success. These non-repayable grants are designed to help develop and enhance your club.

What can you apply for?

The Sports Club Grant is a dedicated fund available to support club expenses, including equipment, travel, upskilling sessions or unforeseen expenses that contribute to the development and sustainability of your club. Whether you need new gear, help with transport, or funding for training sessions to enhance skills, this grant is here to make your ambitions more achievable.

Got a question?

This guide explains what the grant is, how to apply, and includes examples. If you have any questions not covered here, feel free to email me at Olivia.Hunt@uea.ac.uk (Activities & Opportunities Officer for 2024/26)



Key Considerations

Is it essential?	How often is the item used? Is it competition or training-related?
Does the uea+sport dept already fund it?	This includes health and safety equipment; particularly large/expensive items e.g. boats, coaching, travel, and accommodation and BUCS entries.
Benefits to membership	Will it widen participation? Will it assist in club sustainability?
Longevity of funding	How long will it last? Is it sustainable? Have you already applied for a grant within the academic year?
Storage available?	Where? How? Special storage required? Is a replacement item? If the items require extra storage please make sure to organise it before and specify it within the grant request.
Amount	Is the club or any other organisation contributing to the grant?

What grants get accepted?

Previous approved examples

Club	Request / Explanation	Amount
Athletics	25 high-visibility reflective running bibs for club runs on dark Monday nights and Sunday mornings, enhancing group safety and visibility to vehicles	Requested: £124.75 Club Contribution: £75
Cheer Stunt	3 X Custom Music Tracks Needed following rule changes; prior tracks contained explicit content	Requested: £300 Club Contribution: £250
Kayak	3 helmets and 2 buoyancy aids in smaller sizes to allow more accessibility for smaller people	Requested: £485.72 Club Contribution: £500
Pole Fitness	1 X Static pole & 1 X Floor to ceiling pole Needed following unplanned wear and usage	Requested: £485.72 Club Contribution: £500
Yoga	Funding extra teachers for Spring holiday classes. 125-175 members staying in/around Norwich during the break	Requested: £370 Club Contribution: £150

What grants get declined?

Grant applications may be declined at the discretion of the Sports Exec. Common reasons include:

- Club is projected to end the year with over £1,000 and can self-fund
- Requested amount is disproportionately high or the club has submitted multiple applications in the same academic year
- Item or event should have been included in the original budget, or is considered non-essential
- Purchase has already been made
- Low membership or poor benefit-to-cost ratio
- Incomplete or inconsistent documentation (application, inventory, or budget tracker)

Note: The outcome may not necessarily be a decline; it could involve a revised offer with a higher club contribution

Previous declined examples

Request / Explanation	Reject Reason
A variety of training equipment including cones, protective clothing and gloves Amount: £381.95 Club Contribution: £30	Reject because of healthy budget and could self fund + equipment should have been budgeted at the start of the year
Banner Amount: £50 Club Contribution: £0	Reject - Unnecessary Purchase

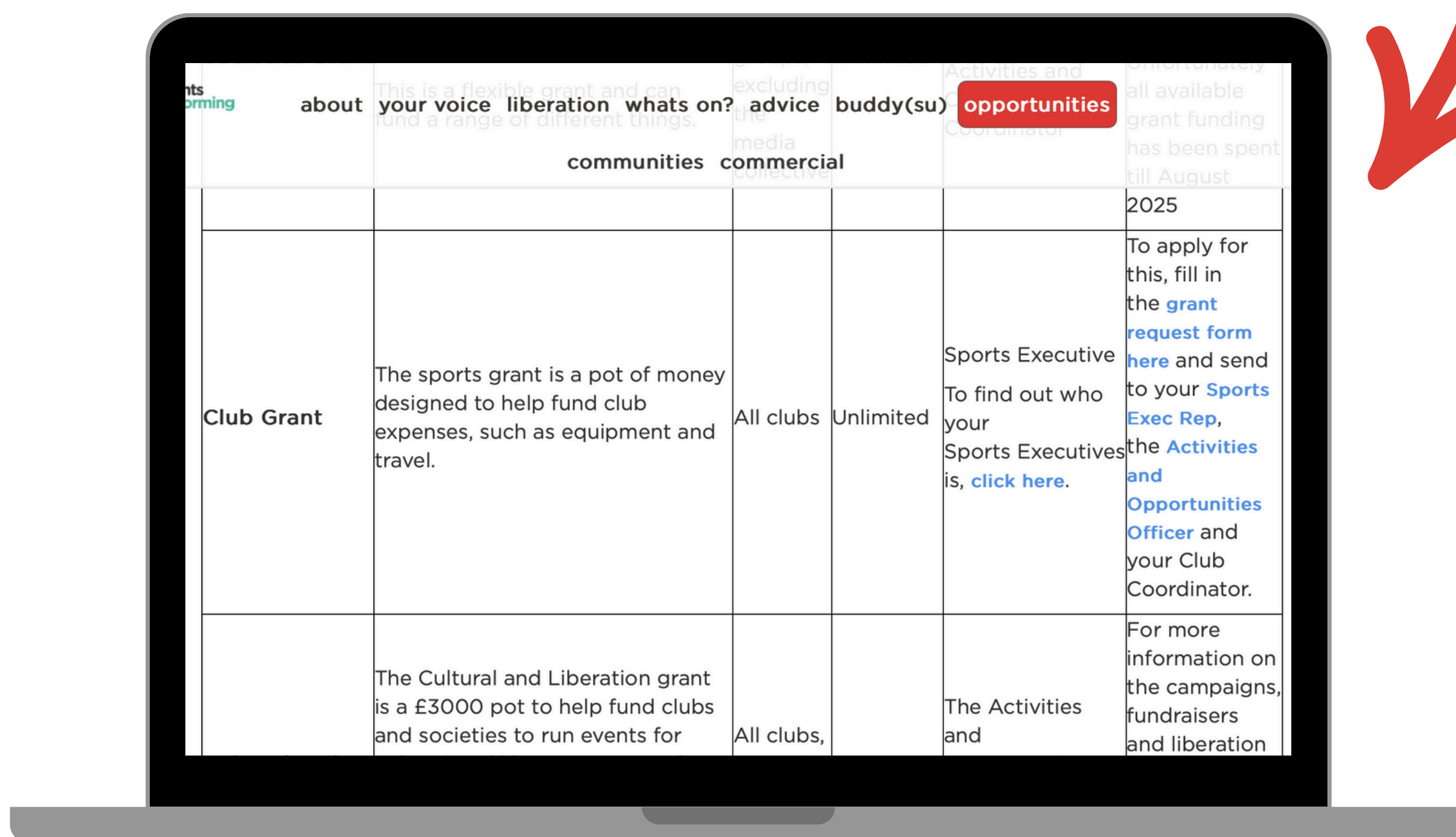
Grant exceptions

Grant applications are reviewed and decided at the discretion of the Sports Rep, guided by this document, coordinator recommendations, and the Activities & Opportunities Officer. While some grants may be considered "grey areas," where declines are common, other factors could lead to approval. Be sure to include all relevant details on your grant form.

EXAMPLE 1	
Grant Application	Tennis club requests funding for new tennis balls.
Reason for General Decline	Typically, tennis balls are considered essential equipment and should be budgeted for.
Exception/ Accepted	The request was accepted due to a surge in membership, faster wear and tear, and insufficient balls for sessions.
EXAMPLE 2	
Grant Application	The Sailing Club requests funding for new sails for their boats.
Reason for Initial Decline	The grant pot is split across deadlines to ensure year-round availability. The sailing club's application was initially lower priority due to higher-priority requests.
Exception/ Accepted	On the second submission, more funds were available after earlier rounds, and the application was accepted.

How to apply?

1. Go to the SU website.
2. Navigate to Opportunities, then Committee Hub, followed by Finance, and finally Grants.
3. Scroll down to find the Club Grant section.
[\(https://www.ueasu.org/communities/hub/finance/\)](https://www.ueasu.org/communities/hub/finance/)
4. Download and complete the Grant Request Form.
5. Once completed, send the **form** with an up to date copy of your **Budget** and **Inventory** to the following:
 - Activities and Opportunities Officer
 - Your Sports Rep
 - Your Club Coordinator(If you're unsure, refer to page 5 for more details.)



Grant timeline

The deadline to apply for the grant is by the end of the day on the dates listed below.

Following the deadline, your grant request will be reviewed by the coordinators, who will send a recommendation to the sports reps for consideration.

The sports reps will review the request within 10 working days of the deadline, and you will be notified of the outcome and the reasoning via email.

WEDNESDAY 1ST OCTOBER 2025
SATURDAY 1ST NOVEMBER 2025
MONDAY 1ST DECEMBER 2025
SUNDAY 1ST FEBRUARY 2026
SUNDAY 1ST MARCH 2026
WEDNESDAY 1ST APRIL 2026
FRIDAY 1ST MAY 2026