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**fund application**

**Please refer to the funding restrictions and general guidelines before starting your application.**

Please make sure your application is submitted at least two weeks before your activity as sometimes the Committee is unable to meet or postpones funding decisions to find out more information. Our budget for the year is often divided by semester (first, second, and summer period). Funds are limited, so please don’t be disappointed if your application does not get accepted. Decisions about funding are made by Postgraduate Committee, a body made up of students, and the elected Postgraduate Officer.

The purpose of the Postgraduate Fund is to help postgraduate students to:

1. **cover their conference or research costs or**
2. **to organise student-led events, projects and activities**

**General restrictions**

In general, you can claim back money for most parts of your conference or activity, however the Postgraduate Committee reserve the right to decline the whole or partial funding. The fund cannot grant applications for payments already made.

You must break down your costs appropriately. For example, “travel costs” is very vague and will not suffice. “Off-peak train ticket from Norwich to Birmingham” is much more precise.

In cases where a detailed cost breakdown is not possible because items are purchased as offers or bundles, this should be clearly stated in the item costing row. Everything included in the bundle or offer must be specified.

Your items must be set out in a way so that the spending can be directly derived and matched from any receipts provided.

Please do not request funding for luxury items, such as limousine transport.

**Guidelines**

1. **Conference and research costs:**

In general, you can claim back money for most parts of your conference. However, there is a guideline of £150 per application and the Postgraduate Committee reserve the right to decline the whole or partial funding.

You can apply for any significant expenses that your conference or research would incur. This could include travel between cities, research materials, a daily meal, etc.

For example, bus tickets or a taxi to and from Norwich train station, snacks throughout the day, coffees for the journey and generally micro-costs of this nature are generally not accepted. Please claim back only for major expenses and one meal per day.

When completing your application, please bear in mind the following to prevent your application being returned to you for improvements:

* 1. Please do not quote unreasonably high prices. If you are requesting funding for a subsidised meal, we recommend a **maximum spending of £15.**
  2. As part of our [environmental policy](https://www.uea.su/pageassets/democracy/unionpolicy/1285-UUEAS-Sustainable-Transport-Policy-6-12-12.pdf), we cannot usually fund/subsidise flights to the following Western European countries: Belgium, Eire, France, the Netherlands, Germany, Denmark, Luxembourg, Switzerland, Lichtenstein, Austria, Spain, Portugal, Andorra, Italy, and San Marino. You may still request funding for travel to these countries by alternative transport or give an explanation as to why a flight is the only available or safe option.

1. **Social activity costs:**

The purpose of the Postgraduate Social Grant Fund is to help groups of postgraduates to organise student led events, projects and activities. The funding must be used towards an activity or event that aims to better the postgraduate student experience at uea(su). You can apply for funding that will help the intended event/activity to run effectively. This could include equipment, publicity materials, speaker expenses, affiliation fees, travel, speakers, refreshments, and drink for socials etc.

There are some restrictions on what the Students' Union will approve funding for. Below are a few key areas we will not be able to offer financial support for.

Examples of events/activities the PG Social Grant will not support

* 1. Subsidising charity fundraising (you can still fundraise, but you need to cover the costs from money raised or from other funds which are not affiliated with the Students’ Union)
  2. Donating Students’ Union affiliated money to other charities
  3. Funding/subsidising flights within Europe (this goes against the Students’ Union Environmental Policy)
  4. We cannot fund house parties.
  5. Please do not quote unreasonably high prices. When a social includes food, we recommend a maximum spending of £15 per head for subsidised meals, and a maximum spending of £5 per head for barbecues or picnics.
  6. Your application cannot be approved if more than 50% of the requested funding will go towards alcohol.

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| **About your application** | | | | |
| Date of application: |  | | | |
| Type of activity – conference or social activity? |  | | | |
| Title of event/activity: |  | | | |
| Event date: |  | | | |
| If social activity, how many students do you expect to attend and are you targeting any particular groups of PG students? |  | | | |
| **Applicant’s details** | | | | |
| Name: |  | | | |
| Level of study: |  | | | |
| Student ID: |  | | | |
| Student Email address: |  | | | |
| Phone number: |  | | | |
| Bank Details: | Account number:  Sort Code: | | | |
| Office Use Only, Budget Code: | | | | |
| **Funding requested**  Please include a detailed breakdown of all costs, e.g. equipment, travel, photocopying. The fund cannot grant applications for payments already made. | | | | |
| Items (add more rows if you need to) | | Cost per item | Number of items | Total item cost |
| *e.g. A3 posters (please delete this before submitting)* | | *£1* | *20* | *£20* |
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| **Total funding requested** | |  | | |
| Have you made previous applications? Yes/No.  If yes, please give dates and amounts:  **Date: Amount:** | | | | |

**For social activities please complete section A only. For conferences please complete sections B.**

**SECTION A – Social Activities**

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| **Please give more detail of your social activity request.**  If you need more space, or your application is complex, please summarise your request above and add more detail in the ‘additional information’ section at the end of this form. |
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| How will this event help better the Postgraduate Experience at UEA? What will you do to ensure that those that attend/ take part will continue to be actively engaged with postgraduateSU after the event has taken place? |
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| How are you making this event inclusive? |
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| If there are any additional costs for your event, how will these be covered? |
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**SECTION B – Conferences and research**

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| **Please give more detail of your Conference/Research project request.**  If you need more space, or your application is complex, please summarise your request above and add more detail in the ‘additional information’ section at the end of this form. |
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| **[To be completed by student’s supervisor]** I confirm that the expenses are due to a conference/research relevant to the student’s programme of study, and that the student has explored other areas of funding for this conference/research: |
| **Name:**  **Signed:**  **Date:** |
| **[To be completed by the faculty postgraduate administrator funding]** I confirm that the student does not have other sources of financial support for this conference: |
| **Name:**  **Signed:**  **Date:** |

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| **Applicant Declaration** |
| I confirm that I have read the [terms of reimbursement](https://www.uea.su/pageassets/postgraduate/faqs/pgfunding/NEW-Terms-of-Reimbursement(1).pdf)  for this application and fulfil all the criteria.  Signed:  Date: |

Thank you for your application to the Postgraduate Conference/Research fund. Please send your completed application to [**su.voice@uea.ac.uk**](mailto:su.voice@uea.ac.uk)to be considered by our Postgraduate Committee.

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| **Additional information**  Use this space if you would like to add any further supporting information |
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