

The definitive guide on how to: Get funding from your Student's Union in order to pay for the travel expenses to get to and from Young Greens Convention !!!

Dear Society friends,

Young Greens Convention, held annually in October, is open for all Young Greens to attend and is where we set our priorities for the year. It offers an unmissable opportunity to network and share good practice with members from YG societies from across the country. All the important developments in student and society support will be relayed to you there and you will be able to hold the Member Support Officer to account.

The following is designed to help you obtain funding from your Students Union in order to finance the travel to and from Convention. It is important that you apply in order to get as many of your society members to Convention as possible. If you have any more questions please do not hesitate to contact me.

Warm Regards,

*Zaïn Sardar,*

*Young Greens Member Support Officer (2010-12)*

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***The following is a rough step by step guide on how to go about applying for funding from your Students' Union in order to pay for travel expenses to and from Convention. Please note that the funding arrangements for SUs differ considerably.***

Steps to take:

1. Funding arrangements for societies differ from SU to SU. The first thing to do is to identify which people and bodies are responsible for the allocation of funding to societies. There will usually be an Activities Officer/ Sabbatical (or equivalent) which will have institutional oversight over the people and structures involved.

2. If you do not personally know your SU officers, it is worth going into your SU building and meeting with them and staff members that can help you with funding applications.

3. Under the relevant sabbatical officer (most probably Activities) there will usually be some sort of body/ structure/ committee of people (which is often elected but they may not be) that will have the power to decline or approve funding applications from societies.

4. Societies get money from:

(i) Their membership

(ii) Fundraising

(iii) A grant allocated from the SU if the society reaches a possible membership threshold OR by considering a projected society budget

(iv) Developmental funding from the SU for specific projects and events that benefit society members or the university community

5. You need to find out how your SU functions with regard to (iv) funding society specific projects. SU's will not just shower you with money without a good reason so you'll need to draw up a credible funding proposal. This should outline (a) what the money is for. In this case include ticket prices for the national rail/ express to and from the venue multiplied by the number members going (b) what the event is about (i.e. convention) (c) how convention will aid to the development and benefit of your society members (this will be significant when whoever is judging your application makes their choice).

6. Alternatively, your SU may not have an allocation for developmental funding but may solely work through a projected budget allocation (iii). In essence this means that at the start or at the end of the academic year your society fills in a funding form in which you have to estimate how much you will need, the types of things you intend to spend money on; in short a budget for the year ahead. In this projected budget you will have to outline the events you will be going to, such as Convention, and why

you need money to go there. At the time of writing, Convention is still in the planning stages, so we can't give you a location as of yet. However, I recommend you put in a rough estimate of the travel expenses (say, at a guestimate, £30-40 per person) or if you're using the SU minibus, the hiring costs (if there are any).

7. When filling in funding application forms you need to be considering the developmental benefit for your members of going to convention (by having travel expenses paid). Think about the following:

(i) Convention will offer your members the opportunity of meeting other members from YG societies across England and Wales. This will allow the dissemination of good practice between societies; for example what works with regards campaigning, member retention, events organising, getting officers elected, what speakers to invite etc.

(ii) There will be a number of fringes and training sessions that will focus on improving specific skills from handling the media to creating more awareness around youth and GP policy

(iii) There will be a chance to debate and discuss motions which will enhance member's confidence in being involved in decision making processes. This will help encourage members to be active in the decision making within their own SU and local community

8. Finally, please let us know if you are successful or not in your bid. Your aim should be to get as extensive amount of your membership to convention for free as possible. This will act as an enticement as many people are put off by travel expenses. Please email me: [zainsardar1987@hotmail.com](mailto:zainsardar1987@hotmail.com) if you need any help.