**Project Cheshire**

**Guidance notes – application for funds**

All students at Manchester Metropolitan University and the Students’ Union can now bid for funding to hold a range of activities and events at the Cheshire campus. The purpose of this fund is to enhance the student experience at the Cheshire campus.

Examples of activities and events could include:

* cultural festivals
* sports events
* music events
* literary festivals
* dance shows
* theatre
* film screenings
* local community engagement

**Who can apply?**

Any current student and the Students’ Union can apply for funding.

**What is the criteria that the application for funding should be based on?**

Any project/activity/event, which is requesting funding from the Project Cheshire fund, must:

* Be a student led initiative/activity.
* Take place at the Cheshire Campus
* Be for the benefit of students based at the Cheshire Campus
* Be an extra-curricular project which is accessible to all students at the Cheshire Campus

You should consider the following aspects when writing your application for funding:

* The impact on students and the University community
* Financial viability and value for money
* Is the idea innovative as well as practical?
* Consideration of any risks associated with the activity

**When can students apply for funding?**

You can apply for funding at any time. The Project Cheshire fund review panel will consider applications fortnightly during term time and monthly outside of term time.

**How much funding is available?**

Funding from £50 - £2000 will be available for each bid.

**What can’t the funding be used for?**

The funds should not cover the following items:

* + Alcohol
  + Subsidising direct charity payments
  + Donations to charities or to political parties
  + Campaigns not related to students

**Who decides whether the funding will be allocated?**

All applications will be judged against key criteria during the Project Cheshire fund review panel meeting. The meeting will take place fortnightly during term time and monthly outside of term time. Members of the Project Cheshire fund review panel include:

* Students’ Union Vice-President – Cheshire (Chair)
* Students’ Union Activities Officer – Cheshire (Deputy Chair)
* Student’s Union Site Manager – Cheshire (Facilitator)
* Head of Education for the Cheshire campus
* Representative from the University’s Marketing, Communications and Development team

The panel who will make one of the following decisions for each application:

* Approve your application for the full amount requested
* Approve your application for part of the amount requested
* Request further information and reconsider the application at the next meeting.
* Reject your application. Reasons will always be given for this, so you can improve your chances of a successful application in the future.

**Tips for a good application**

* Be specific – know exactly what you want to deliver and why
* Do your research – know exactly what needs to be paid for, how much it costs and who can give you the best value for money. Quotes are always good evidence.
* Relate your application back to your event/activities aims and objectives
* Show the benefit – think about who will benefit and how. The wider and bigger the impact the more likely it is your application will be successful

**What happens if the application isn’t successful?**

* You can appeal in writing to the President of the Student’s Union and the Pro-Vice-Chancellor for the Cheshire campus if you think the Project Cheshire fund review panel have made the wrong decision based on our grant criteria. The President’s and the Pro-Vice-Chancellor’s decision will be final.
* If you can see why your application was rejected, you can always submit an amended application or apply for something different. There is no limit to the number of applications you can submit during the year – but there is a limit to the amount of money available.

**How can we spend the money?**

* The money you are requesting can be used to source and secure items necessary for your project/event/activity.
* **Any expenditure must be approved by the Project Cheshire panel before it is incurred. Failure to do so may result in funds not being released for reimbursement.**
* Expenditure and reimbursement requests must be authorised by two approved signatories from the Students’ Union of the Project Cheshire fund. These will be:
* Students’ Union Vice-President Cheshire
* Students’ Union Activities Officer – Cheshire
* Student’s Union Site Manager – Cheshire

We look forward to receiving your application!