**Society Development Fund Application Form**

**2020/2021**

The University of Wolverhampton Students’ Union is proud to support society development through its Society Development Fund.

In order to submit a successful application, you will need to complete and return this form to [societies.wolvesunion@wlv.ac.uk](mailto:societies.wolvesunion@wlv.ac.uk) at least 20 working days beforethe activity/event/meeting is scheduled to take place.

Please note we cannot guarantee that you will receive the full funding for your projects.

**Applications will only be accepted if they meet all the essential criteria and at least two desirable criteria listed below. If this is not the case, or it is not submitted at least 20 working days before, your application will be automatically denied.**

Any reimbursements will only be accepted up to one calendar month after the application has been accepted and receipts for expenditure must be provided for this. If the fund is approved and being used to pay on your behalf (i.e. for a photo booth for a society ball), you must provide an invoice or alternative details of payment.

There is not a limit to the number of applications a society can submit in a single membership year, but there is a limit to the maximum amount per year a society can receive from the fund- this limit is £300.

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| Essential Criteria (please tick) | Desirable Criteria (please tick) |
| Current Wolves Union Society  Have a [www.wolvesunion.org](http://www.wolvesunion.org) web page with content  Minimum of 3 committee members  Minimum of 10 society members  Minimum of 3 society aims for the year provided to the Societies team | Attended Fresher’s Fayre/ Refresher’s and/or other key SU events (Virtual or non-virtual)  Keep Society team up to date with society activities  Have up to date information on [www.wolvesunion.org](http://www.wolvesunion.org) web page |

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| --- | --- |
| Society Name |  |
| Society Committee Member Name |  |
| Society Committee Member Role |  |
| Contact Email |  |
| Contact Number |  |
| Completed & Submitted Society Activity & Event Planning Form? | Yes  No  (Please note no Society Development Fund Application will be considered without a submitted Society Activity & Event Planning Form) |
| Title of Activity/ Event/ Meeting |  |

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| Financial Breakdown  You will need to supply **specific** information with regards to what the money is being spent on and exactly how much it will cost.  Please note this section **must** be completed for the application to be considered. | | | |
| Item | Cost | Quantity | Total |
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| Total Cost | | |  |

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| OFFICE USE ONLY | |
| Society Activity & Event Planning Form Ref: |  |
| Date Received |  |
| Within 20 Day Prior Timeframe? (Yes/ No) |  |
| Application Granted?  (Yes/ No) |  |
| Amount Granted |  |
| Application Ref: |  |