

THE STUDENTS UNION FUND APPLICATION GUIDANCE

The Students' Union Fund (also known as SUF) is designed to provide financial resource, enabling current LSE students to bring their ideas and initiatives to life in order to positively impact the student community at LSE as well as the wider society.

Funding Criteria

Applications for funding are judged against the following criteria. It is recommended that you read through this criteria and where appropriate tailor your application to demonstrate how your project fits within the aims of the Student Union Fund (SUF).

- Projects must have an **educational effect**. This could happen by the project facilitating the development of those involved in the project in some shape or form. It could also happen by the project raising awareness on a given subject.
- Projects should positively impact the **wellbeing of students**. They could do this by having a direct or indirect effect on mental or physical health.
- Projects should be **community building**. They could do this by bringing people together and by being accessible to a wide range of students.
- Applications should demonstrate the potential to **become sustainable** and require less or no funding in the future. They should also provide plans to gather data on student engagement in the project.

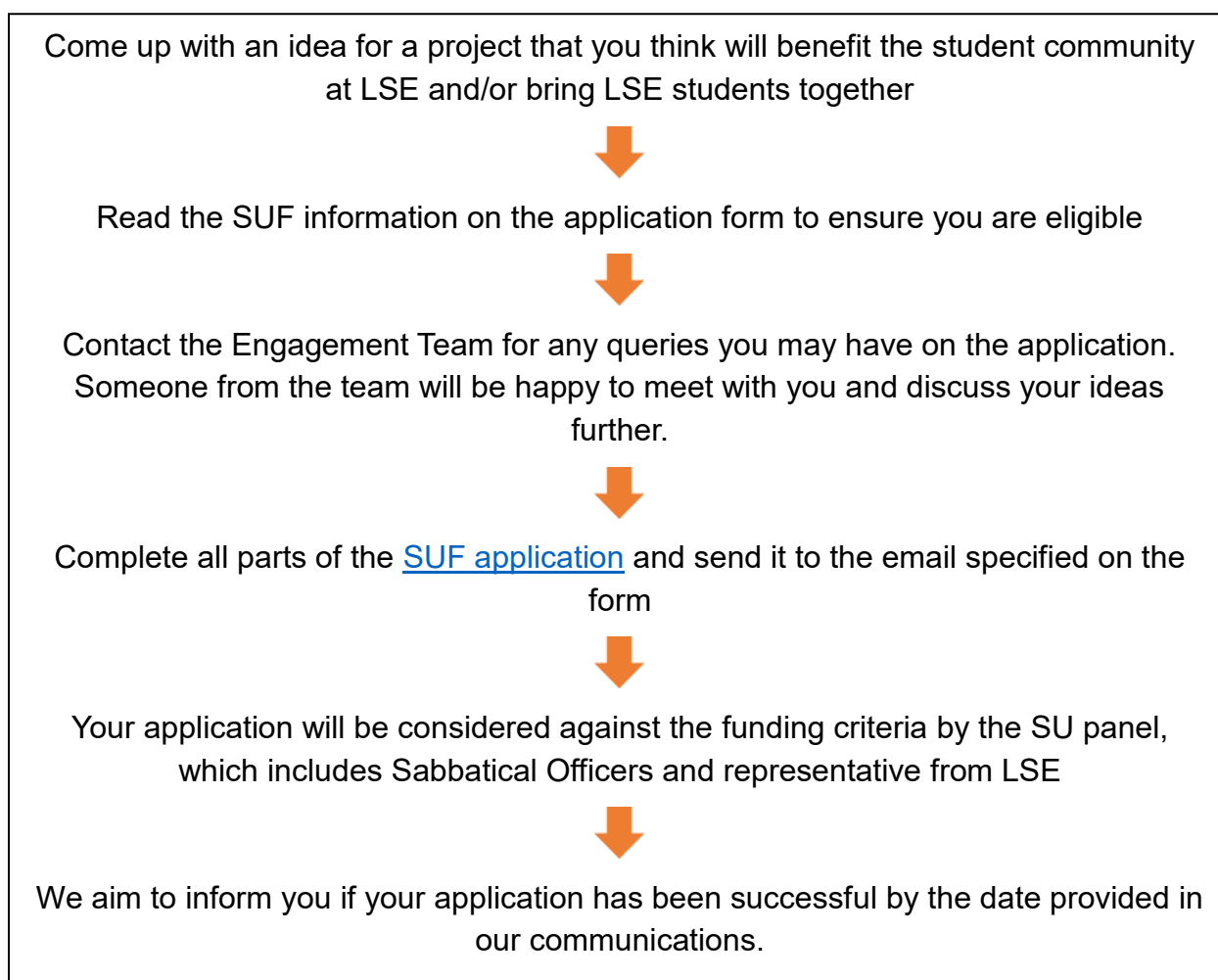
You may wish to be explicit and refer directly to this criteria in your application.

Each application will be given a mark against the criteria. The successful applications will have the

highest score against the criteria.

If you feel that you need support to demonstrate how your project fulfils these aims on the application form please arrange a meeting with a member of the engagement team who will be more than happy to help.

Application Process



Below is an example of how your application will be scored. This is an example based on one of the criteria outlined above, the same scoring format will be applied to all criteria.

Score	Criteria Example: Building a community
1 Mark	The application can demonstrate that the project aims to be experienced by, participated in, or benefit students within a particular community at LSE.
2 Marks	The application can demonstrate a project which actively targets several different LSE communities who will experience, participate in, or benefit from the project. A project which aims to bring different students together as audience/ participant/ recipient.
3 Marks	The applicant can demonstrate that the project involves working together and collaboration with different LSE student communities.
4 Marks	The applicant can demonstrate that the project has a positive impact for different communities at LSE with long lasting impact between communities at LSE and externally.

Budget Guidance:

- One-day-only events can be given a maximum grant of £3000 overall
- A maximum of 30% of applicants overall budget can be spent on food
- Evidence should be included in the budget to ensure the request is reasonable
- Minimum funding request is £250 | Maximum funding request £15,000

Example Budget:

Item	Needed for	Estimated cost
Cutlery and Crockery	Evening launch event	£20
Food	Evening launch event	£80
IPad rental	Feedback and Evaluation	£80
AV support	Evening launch event	£50
3 x Speaker	Evening launch event	£300
Workshop leader, 3 sessions	Open student workshops	£200
Workshop Materials, 3 sessions	Open student workshop	£300
Venue	The Royal Academy, Launch Event	£1000
Total Amount Requested from SUF:		£2030

Examples of evidence could be quote from speaker, breakdown of workshop material cost, iPad rental quote. Evidence should be attached to application.

SEND IN YOUR COMPLETED APPLICATION

Please send in your completed application via email to su.engagement@lse.ac.uk. If you would like to discuss your application with a member of SU staff before submitting please don't hesitate to get in touch, using the email address above. The LSESU Engagement team are friendly and keen to

help you make your project as successful as possible.

You will receive an email confirming we have received your application.



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