



## **Chancellor's Fund for Sport Guidelines 2025**

The Chancellor's Fund provides students at the University of Glasgow with financial assistance to use for projects/trips that they would not otherwise be able to experience or participate in.

A portion of this fund (Chancellor's Fund for Sport) has been given to the Glasgow University Sport's Association (GUSA) to award projects of this nature which are related to sport and recreation.

Priority will be given to projects which are:

- Aspirational relative to the individuals or group.
- An opportunity to experience new activities.
- A test/challenge to the participants.
- A chance to learn and develop skills.
- Activities out with normal sports endeavours for the participants.

The committee consisting of representatives from GUSA and of UofG Sport will meet to discuss applications and allocate funds.

No trip is guaranteed access to funds.

**All applications must be completed with all relevant information by 24th April 2025 to be considered.**

**Please submit all applications to:**

[gusa-fincon@glasgow.ac.uk](mailto:gusa-fincon@glasgow.ac.uk)

Below are detailed guidelines of what the application should contain. Please follow this as carefully as possible to ensure all details we require is submitted:

<b>Description and purpose of project?</b>	An outline of the key aims and objectives of the project/trip. Proposed Dates of trip (if applicable).
<b>What background preparation has occurred</b>	Details, if any, of previous, similar projects/trips Details, if any, of similar future projects/trips planned Details of relevant research, planning and organisation carried out to date
<b>Who will benefit from the project and how</b>	Details, if any, of long-term benefits for those who are involved in the project/trip. Details, if any, of long-term benefits for those not directly involved in the project/trip (e.g., other students and the wider community). Details, if any, of long-term benefits for the University.

## Financial Information

<b>Funding</b>	<p>This should include the total cost of the trip along with a detailed breakdown of the costs of the trips.</p> <ul style="list-style-type: none"><li>- PLEASE NOT CONSUMABLE GOODS WILL NOT BE FUNDED (THIS INCLUDES FOOD and EQUIPMENT)</li></ul> <p>You should also state what you would like to receive from the fund and how you plan to use this money.</p>
<b>What funds have been secured to date.</b>	<p>This should include any sponsorships, money from fundraising events (past and future).</p> <ul style="list-style-type: none"><li>- PLEASE NOT IF YOU HAVE RECEIVED MONEY FROM ANY OTHER GUSA FUND FOR THIS EXPEDITION WE CAN NOT FUND YOU AGAIN THROUGH THE CHANCELLOR'S FUND.</li></ul>

## Other Key information:

### Who cannot apply to the fund:

- Sabbatical officers
- Applicants who have received support from the Fund for another project this year.
- Students who are planning a trip which will occur >6 months after receiving approval for their trip. (All claims must be made within 6 months of approval, or they will be rejected), and you must be a student at the time of application.
- Proposals which have already received funding from GUSA (e.g. representative funding, Black and Gold, etc)

### GUSA Minibuses:

If GUSA Minibuses are required as part of a trip, the following points must be taken into consideration. Please ensure if you require a GUSA minibus you have detailed this in your application and detailed how you plan to use it (this can be done on the 2-page extension)

1. Only the 9-seat minibus is eligible to be taken abroad and give at least 6 weeks' notice for taking vehicle abroad.
2. The driver must have passed the University of Glasgow driving assessment to be covered by the Insurance Policy.
3. Applicants must contact GUSA with plenty notice to organise, and the University Transport Services at least three weeks in advance of the trip to ensure all legalities for driving abroad are adhered to.
4. Applicants should highlight if a vehicle registration will be required to book ferry tickets etc.
5. It is not guaranteed we can provide you with a minibus even if you state you require it in your application.

### Successful Applicants:

All successful applicants will receive an email detailing the outcome of their application.

Should you be successful in your application this email will also include:

- Photo consent form.
- Template report.
- Claims form.

Successful applicants can access 50% of their funding prior to the trip, if evidence of bookings, entries etc. can be provided.

To receive the final 50% of allocated funds. The report must include the following information:

- Detailed itinerary
- Benefits that the trip has brought back to the student(s)/group/club.
- Photos of trip activities
- Photo consent form

**Failure to submit a report will exclude the applicant or club from receiving funding in future years and will result in the final 50% of the allocated funding being withheld.**

**Failure to provide adequate receipts will result in funding being withheld.**