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# Chancellor’s Fund for Sport Guidelines

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. Individual, group or club applications from students for such projects are welcomed.

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.

Anyone wishing to apply to the fund must submit their application to the GUSA Finance Convenor by **19th November 2023**. The committee consisting of representatives from GUSA and of UofG Sport will then meet to discuss applications and allocate funds. No trip is guaranteed access to funds.

# Proposal Content

All submitted proposals must include the following details to be considered:

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| --- | --- |
| 1. Purpose of the Project | * An outline of the key aims and objectives of the project/trip. * An outline of the key Benefits of the project/trip. * Proposed Dates of trip (if applicable). |
| 1. Who will Benefit from the Project? | * Numbers, names, and matriculation numbers of all those intending to participate. * 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. |
| 1. Funding Details? | * Total cost of the project/trip * Detailed breakdown of costs * Funds secured to date from fundraising and other sponsorship (if applicable) * Estimated schedule of payments for project/trip * Total funding support requested from Chancellor’s Fund for Sport |
| 1. Fundraising Activities and Grants? | * Details of any planned fundraising events |
| 1. Background Information? | * Details, if any, of previous, similar projects/trips * Details, if any, of similar future projects/trips planned |
| 1. Relevant Preparations to date? | * Details of relevant research, planning and organisation carried out to date |

1. **Funding:**

It should be noted that there are a number of things that the fund can, and cannot, pay for. The list of items that the fund will not cover:

1. Food
2. Equipment
3. Consumables

Representative Funding:

The fund is also willing to aid students in high level extraordinary representative events in their activities. The level of award shall be decided at the discretion of the funding committee.

Where an individual has received representative funding from GUSA for that academic year, they are still eligible to apply for the fund. However, applicants must note that funding will not be allocated to the same excursion as has already been awarded by the representative funding scheme and vice-versa.

Applicants must note that the Chancellor’s Fund for Sport guidelines will be applied to all aspects of the representative funding scheme and as such, the items noted above (See Section 3) shall also be unavailable to applicants of representative funding.

# Other Key information:

No applicant will receive support from the Fund for more than one project per year.

Applicants can submit more than one project/trip proposal per year. However, it will be at the discretion of the Chancellors Fund Committee, which proposal, if any, receives funding.

Successful applicants **must** claim their available funds within 6 months of receiving approval for their trip. Any claims made outside of this period will be rejected.

Who is not eligible:

* Sabbatical officers cannot apply for the Chancellors fund.
* Applicants must be current members of UofG sport and current students at the university of Glasgow.
* Projects that have already received funding from GUSA i.e. AFF, Black and Gold funding, representative funding.

GUSA minibuses:

If GUSA Minibuses are required as part of a trip, the following points must be taken into consideration and where applicable, should be included in the proposal:

* Only the 9-seat minibus is eligible to be taken abroad and give at least 6 weeks’ notice for taking vehicle abroad.
* The driver must have passed the University of Glasgow driving assessment in order to be covered by the Insurance Policy.
* 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.
* Applicants should highlight if a vehicle registration will be required in order to book ferry tickets etc.
* The trip’s proposed itinerary.

1. **Successful Applicants:**

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

Receipts for expenditure incurred by the project/trip should be supplied to the GUSA Finance Convenor following the trip with a claim form. Failure to provide adequate receipts will result in funding being withheld.

In order to receive the final 50% of allocated funds applicants must submit a report, photos and a photo consent form.

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 (+/- the 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.

*Each year GUSA must apply to the chancellors fund in order to receive more funding to allow students to continue to benefit from the fund. Without details of how previous students have used and benefitted from the chancellor’s fund, it becomes increasingly difficult for GUSA to prove that we are worth funding. So therefore we urge you to take time when coming to your report in order to help further students to benefit from this incredible fund.*

**Good Luck with your application and please do not hesitate to get in contact with any questions:** [**gusa-fincon@glasgow.ac.uk**](mailto:gusa-fincon@glasgow.ac.uk)

**GUSA Finance Convenor**