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| **Cardiff Met SU Community Chest Fund – Guidance Sheet** |
| **Maximum Grant** | £2,000 |
| **Minimum Grant** | N/A |
| **Payment** | All payments will be completed via claim forms as soon as the application is approved.Applicants must nominate an individual to be responsible for the funds.Groups with existing accounts (Sport clubs/societies) will receive their money into their account.Other will receive theirs via BACS transfer. |
| **Purpose of Grant** | * Positive impact on student wellbeing
* Creation of student community
* Positive impact on wider community
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| **Who can apply** | Any student led group at Cardiff Metropolitan University, you may be one of the following:* Team of reps
* Sports club
* Society
* Course team
* Student Volunteers

Must be currently enrolled at Cardiff Met to be eligible. |
| **What can be funded?** | * Projects/initiatives that increase or develop positive student wellbeing and create a sense of community.
* Membership with external organisations linked to the above.
* Projects that have a positive impact on the wider community e.g. residents/Cardiff
* Projects that have a lasting effect for the rest of the academic year
* Proposals which have a legacy effect for the SU and our students at Cardiff Met
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| **What can’t be funded?** | * Membership fees for the SU
* Personal equipment/kit
* One-off events with no link to ongoing activity
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| **Monitoring** | All successful applications will be required to produce an impact report once the initiative/project is complete. This includes also receipts/payment invoices and a review of the initiative. |
| **Grant conditions/restrictions** |

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| An organisation can submit more than one application, but they must not exceed the maximum grant per year  |

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| **Before submitting your application...** | Please make sure that you:* Have explained clearly in your application form what you are planning to do and why
* Know exactly how the project will be implemented, come with a plan rather than an idea
* Have ensured that the project start date is correct as we cannot fund any projects that have already started
* Please make sure you outline the benefits clearly to avoid delay in your application
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| **More information** | For further information, please email the Student Union. studentunion@cardiffmet.ac.uk  |