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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 |
| **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 |
| **What can’t be funded?** | * Membership fees for the SU * Personal equipment/kit * One-off events with no link to ongoing activity |
| **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** | |  | | --- | | An organisation can submit more than one application, but they must not exceed the maximum grant per year | |
| **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 |
| **More information** | For further information, please email the Student Union. [studentunion@cardiffmet.ac.uk](mailto:studentunion@cardiffmet.ac.uk) |