



#SEA Your Future Grant Application Form (guidance notes overleaf)

Name of Society _____

Authorised payment will be made to Swansea University Students' Union (SUSU)

1. Please outline your event, giving the date, who you hope will attend and how the format will enable networking. Please list any other Societies co-hosting this event. **N.B.** If you are inviting external speakers or visitors onto campus, it is important that you provide their names here so that we can be sure that we comply with the University's Prevent Policy.
2. What are the benefits of the event to students, employers or other organisations involved. How do these relate to employability?
3. How will you maintain the networks you develop and encourage society members / students attending to develop their networks? (e.g. follow up events, blogs, LinkedIn)
4. How will you market the event? Who will you liaise with (e.g. the Students' Union, University Colleges / Departments, external professional bodies etc.)
5. How much are you applying for? What will this be used for? Please give details of the total cost and how any gap will be met. Name any
6. Is there anything you would like to add to support of your application?

Signed _____ Date _____

(Society President)

Signed _____ Date _____

(Other Society Committee Member)

For SEA office use only

Approved:	Initials:	Date:
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#SEA Your Future Grant Guidance Notes

What is the grant for?

In the 18/19 academic year each Swansea University Students' Union (SUSU) Society can apply for up to £100 of funding to help towards networking events. Societies can work together to put on events and can contribute parts of this funding to shared events. The funding can be drawn down in sums between £20 and £100.

A successful application will need to demonstrate how the proposed activity develops employability skills in general and networking in particular in the responses to the following questions.

Making your application

Once you have a clear idea of your event, please complete the form overleaf and email it to employmentzone@swansea.ac.uk. The application form must be signed and dated by the person within the Student Union Society who is organising the event and a member of the Student Union Society's committee.

Members of the SEA team will meet to consider applications on a weekly basis. We will inform you of our decision by replying to the application email. If you are successful, money will be transferred to the Students' Union bank account for you to access in line with standard SUSU procedures confirming the name of the Society that the £100 grant payment is being claimed on behalf of. The SUSU will then invoice SEA.

Spending your funding

You must spend the funding for the purpose specified in your application within 3 months of being notified of the funding decision and in line with the SUSU's financial guidelines. If you do not this the money will be reclaimed. If there is a change of plan and you wish to spend it on other events you must reapply.

Requirements

All publicity and promotional material must acknowledge the support of Swansea Employability Academy, e.g. 'Supported by SEA' with our logo (provided at the end of this document).

Following the event a 250 word report with photos must be submitted to employmentzone@swansea.ac.uk within 4 weeks of the event taking place.

The Student Unions' Society is responsible for organising promoting and hosting the event. Where possible at representative of the SEA will attend by prior agreement.

SEA Logo for use on all publicity



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