**Societies Employability Grant Application Form (please see guidance notes overleaf)**

**Name of Society\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

| ***Authorised payment will be made to Swansea University Students’ Union (SUSU)*** |
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| 1. Please outline your event, stating how this idea has developed and who has been involved so far. Please include, date of the event, who you hope will attend and how the format will enable networking. **N.B.** If you are inviting external speakers or visitors onto campus, it is important that you provide their names hereso that we can be sure that we comply with the University’s Prevent Policy. |
| 1. What are the learning outcomes of this event and how do they relate to employability? What are the benefits to any employers / organisations? |
| 1. How will you maintain the networks you develop and encourage society members / students attending to develop their networks? |
| 1. Who will you liaise with to arrange and market the event. (Examples include the Students’ Union, Colleges / Departments across Swansea University, external professional bodies etc.) |
| 1. How much are you applying for? What will this be used for? Please estimate the total cost and how any gap will be met. |
| 1. 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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**Societies Employability Grant Guidance Notes**

**What is the grant for?**

In the 16/17 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 [employability@swansea.ac.uk](mailto:employability@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 [employability@swansea.ac.uk](mailto:employability@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**

