

Applying for your Annual Grant:

Societies can apply for a grant each Michaelmas Term. Grant applications usually open in September/October and training will be provided prior to the application open date. It's advisable to get your grants in as early as possible.

To apply for a grant, navigate to the cscgrants.com website and log in using your society username and password. You can obtain this from Lucy or Emma. Once logged in, click on 'Grant Applications'.

Online Grant Application System



Your Annual Grant application will be open at the top of the page. The first thing you must do is **fill in the information for all of your Society Officers**. This must include their @tcd.ie email addresses and student numbers, otherwise the grant application will not be accepted. Once this is complete, you can begin to co-ordinate your grant application.

There will be a number of headings on your Grant Application which you must fill out.

Grant Headings:

- **Basic Running Costs:** This is calculated based on the society's general level of activity. It's intended for things like printing costs, web-hosting, stationary, etc. Its maximum allocation is **€400**.
- **Speaker's Expenses:** Here you can input your planned and confirmed speakers for the year. For 2020/2021, this is only applicable to **Irish speakers**.
 - Travel max. grant: €80 for Irish speaker (from outside Dublin)
 - Accommodation max. grant: 1 night at **€130/night** for Irish speaker (outside Dublin).

- Entertainment: **€32.50 per person** (could be gift instead), society members may also accompany guests as per Grant Policy Document.
- **Classes:** Input any classes or workshop you wish to host during the year. Include details about the class, the term it will be in, the number of classes to be held, expected turn-up to class, contribution from members, instructor fees and the cost of any necessary materials.
 - Not for paying any society members to host a class/workshop.
 - Expected that attendees will pay a nominal charge for the class - €1/€2.
- **Hire of Items & Purchase of Once-Off Materials:** If you need any materials for a once-off use, you can apply for a subsidy for them here. Provide details on why you need these items, and if you need multiple items, place them in a prioritised order in the list.
- **Purchase of Equipment and Capital Items:** Capital items may be filled in here. Similar to the format for Once-Off Materials above.
- **Competition Entry Fees:** Entry fees for competitions may be subsidised where the team does not have to travel outside of Ireland. Add the competition name and expected fee to the grant application.
- **Affiliation Fees:** Affiliation fees to external organisations may be granted. Please fill in details of the body you wish to affiliate with. CSC can fund for branch or group affiliation only. If it has to be individual, CSC may fund one or two members who can then disseminate information to the rest of the society.
- **Other:** You may apply for anything that doesn't fall under the above, provided you can demonstrate how it further the societies aims. Please provide *very detailed information for consideration*. All applications will be considered on individual merits.

Claiming from the Grant:

It is vital to understand that your grant is something to claim from. It is not just a lump of money placed in your society's bank account. As such, you cannot claim money on anything that does not fall under the headings of your grant application.

To claim back from the grant, you must provide Lucy with the receipts of your payment. So, if it is a competitions fee, please send Lucy the invoice for the competition. If it is a speaker's entertainment, provide the receipt from the dinner and write the names of all those who attended on the back. Please provide **original copies** of the receipts.