



*The National Federation of **Atheist**, **Humanist**, and **Secular** Student Societies.*

GRANTS COMMITTEE

Grant Application Guidance Notes

Introduction

Please read through this whole document before completing the form

What are these grants?

The AHS Grants Committee receives donations from the British Humanist Association. Grants are awarded four times a year. Around £3,000 is available this year, in grants ranging from **£50** to **£300**.

In the past grants have been used to support projects such as -

- Single speaker talks and lectures
- Panel discussions and debates
- Event series (such as Reason Week)
- Regional Conventions

This list is not exhaustive and the Grants Committee is always happy to receive grants from groups with new and exciting ideas on how to use this support. For example, grants for online and multimedia projects will be welcome.

Who are they for?

Grants are usually submitted from representatives of AHS Member Societies and Associate Member Societies, or AHS Regional Development Officers

Deadlines

The society grant submission deadlines for **2015** are -

- Monday 26th January
- Monday 27th April
- Monday 20th July
- Monday 16th November

Response from Grants Committee

The Grants Committee aims to make a decision within **three weeks** of the deadlines above. Please consider this when planning the dates of your event.

Feedback from awardees

Successful applicants are required to provide feedback to the AHS Grants Committee within **one month** of the completion of the event/project. This will be used to pass on promote future similar project and to encourage future applications. You should use the **AHS Grant Feedback Form** to provide feedback. Failure to provide feedback may jeopardise future applications from your society.

Payment

The BHA prefers to make payment by **cheque**. This is usually paid into the society's bank account but can also be paid to an individual. If you require another method of payment email finance@humanism.org.uk once the grant has been approved.

The form

Every section of the form must be completed. This guide will take you through each section and outline exactly what is expected. Feel free to expand any of boxes on the form if there is not enough space.

Section 1: Application details

This section asks for the very basic details about the project.

Proposed project title

A catchy, single sentence title for the project.

Example:

Objections to Humanism with Andrew Copson from the BHA.

Example:

Video: "Free Speech on Campus" by Reading Humanists

Project summary

This description should be short and concise and of no more than 50 words. You will be asked to provide a full description at the end of Section 1.

Example:

Andrew Copson, Chief Executive of the British Humanist Association will be presenting a number of frequently expressed objections to the principles on which Humanism is based and demonstrating the fallacy of each.

Example:

A two minute video outlining our campaign for free speech on campus and the threats to freedom of expression faced by humanist societies in universities around the county.

Date of the project

What is the date or dates of the planned event? If not an event, what are the planned launch dates or deadlines?

Is your society a member or associate member of the AHS?

We only provide support to AHS members and associates. If you are not you should first [join us](#).

Total budget

This is the amount of money you expect the project to cost.

Total sum requested

This is the amount you are requesting from the AHS Grants Committee and should be between **£50** and **£300**.

Would a smaller grant help?

In other words, if the Grants committee feels the amount requested is too much, would a smaller contribution help?

Is a full grant required to proceed?

If your project is completely dependent on the grant let us know.

Have you discussed this project with the AHS President?

You must discuss any new projects with the AHS president before submitting the applications. You can email the President with a basic outline of the project at president@ahsstudents.org.uk.

Cheque should be made payable to?

If your society has a bank account this should be the name on the account – e.g. “University of Nottingham Secular Society”?

Section 2: Event/project details

This is where you will outline the “what, who, where, how and when” of the project.

Participant details

Please describe who will be involved in the project and what role they will have. If your project is an event or conference, this list should include, for example, the main speakers and the number of attendees you hope to have. For each key participant you should try to include their name, role in the project, and the organization they represent, if applicable.

Important: It is British Humanist Association policy to not support all male panels at talks. The BHA will also not support paying speaker fees (but will cover speaker’s expenses).

Example:

- Josephine Doe, Chair, Secretary, Cardiff University Humanists
- Andrew Copson, main speaker, Chief Executive, British Humanist Association
- 10 Volunteers from Cardiff University Humanists
- Expected turnout: 40 students and 10 members of the public

If your project is not an event, you should include details of people who will be working on the project and their role. You should also include how many web hits or video views you are expecting.

Example:

- Josephine Doe, Project Manager, Secretary of Cardiff University Humanists
- Joe Bloggs, Webmaster, Online Officer at Exeter Atheist Society
- Expected 1000 +views on youtube.

Location/venue

Details of the address of the venue and what type of facility it is and what the capacity is.

Example:

Main Hall, Conway Hall, London. -Lecture hall with a maximum capacity of 430.

Marketing plan

Describe how you intend to spread the word about this project. This might include social networking (Twitter/Facebook posts) and any websites you plan to advertise on. You should also include details of any poster or leaflets you plan to print and where you plan to display or distribute them. It might help to use bullet points.

Example:

- We have set up an event website and Facebook page
- We hope to get retweets about the event from the main BHA and AHS twitter accounts
- We will be using the AHS’s Facebook
- We will be putting posters and leaflets around the Students Union of two local universities

Aims of the Event/project

This should be a basic list of things you intend to achieve with the event. You should consider how the attendees, your society and AHS as a whole will benefit from this event. It may help to use bullet points.

Example:

- Expand awareness of the society to other students
- Expand current members' knowledge of Humanism
- Prepare members for when they engage in debates

In-depth description

This is a detailed description of the proposed project. Don't worry if you are repeating some of the information above. If it is an event or conference it would help to include any planned agendas or schedules. If it is a non-event project you should include a timetable for completion. Try to write this as if you are selling the project to members of the public. This is also a good place to include information that may help the application that does not appear elsewhere.

Example:

Here is an example comes from the fictional "University of the North Humanists" proposal for the North of England Secular Convention.

From Friday 27 February to 1 March 2015 the University of the North Humanists is organising the first ever North of England Secular Convention. The convention will cover all things related to freethought, humanism and secularism, with an overarching theme of human rights especially in relation to blasphemy and apostasy laws and freedom of religion.

We will start of the weekend with a social evening welcoming our attendees on Friday evening. Saturday 28 February will be the main day of the convention for which we have six speakers lined up:

- David Fitzgerald, American author and atheist activist
- Alom Shah, author, teacher, journalist
- Andrew Copson, CEO British Humanist Association
- Lola Tinubu, London Black Atheists
- Alice Fuller, Young Humanists Coordinator
- Denise Jones, York Humanists

The venue for the convention on Saturday is Partridge Hall, a beautiful setting with room for up to 120 attendees. The convention will open at 9am for registration with talks starting at 10am. At the end of the day we intend to hold a *Question Time* panel session. At 6pm the main part of the convention will finish. If enough people are interested in attending a dinner, we will formally organise one. Later in the evening we hope to provide entertainment in the form of a Godless Perverts Story Hour, possibly combined with performances from the Burlesque Society.

On Sunday Morning we will be holding workshops and seminars, finishing by 1.30pm, followed by another social event (possibly a city tour of York). End time 4pm.

We set the price for students at £10 for the whole weekend and £7 for the day. We have set aside 40 tickets for the general public. If the student tickets do not sell out, we will release more tickets to the general public as needed.

We have so far secured sponsorship from the York Humanists. We are also applying to the Student's Union Societies Extra fund which would bring in £250, we have been told by the events team of the Union that we should have no problem obtaining this grant. We are also still hopeful to get funding or sponsorship from other companies and organisations.

The AHS logo has already been added to our website. We will publicise the AHS and BHA throughout the

convention, in the program booklet and on the screen. We also welcome the AHS and BHA to have a banner in the Partridge Hall and distribute promotional materials during the convention.

As for accommodation, we have been in touch with hotels in York hoping to get a special convention rate for our attendees. If we cannot secure a deal with them, we will be recommending the Premier Inn hotel on Angel Street, as it is conveniently located and has a reasonable rate (£28.25 per person per night based on 2 sharing).

Website of the convention: <http://suatheistsoc.wix.com/convention>

Example:

Video: "Free Speech on Campus" by Reading Humanists

Next term we intend to film a two minute video outlining our campaign for free speech on campus and the threats to freedom of expression faced by humanist societies in universities around the county. Current contributors to the video include:

- Richy Thompason, BHA Campaigns Manager
- Lola Tinubu, London Black Atheists
- Alice Fuller, Young Humanists Coordinator
- Jenny Millman, Nation Union of Students

This video will be 'talking heads' style, interspersed with news footage of current threats to freedom of expression. We will hold a 'launch event' on xxx date, in our students union, where at least two contributors have confirmed attendance at a Q&A session with up to 100 students. As stated above, the intention is to use this video to increase society membership, and as a launch-pad for future engagement within our university. It will be a recruitment tool at our next freshers fayre and will be made available under the 'creative commons' licence system so that other societies can use it as they wish.

Schedule: filming – present to October 2014

Editing by volunteers – November 2014, followed by promotional activities

Upload to internet 14/12/2014

Launch event: 15/12/2014

Subsequent use: on-going.

Section 3: The budget

This is where you explain what you are spending on this project and how much income you expect to receive. In the expenditure section you should outline, in as much detail as possible, the amount you intend to spend and on what. If needs be you can add additional lines to the budget template.

Expenditure

The AHS Grant is intended to cover any reasonable costs associated with the running of a project or event. As a guide the grant can be used to cover partial or full costs of things like-

- Venue hire
- Equipment hire
- Speaker and volunteer travel and accommodation costs
- Printing of marketing materials
- Setting up a website
- Online advertising
- Sundry costs such as refreshments of lunch for speakers and volunteers

Include any extra information that might be required. For example, if it is for travel costs include the details for the ticket (train London Euston to York).

Research

You should research the prices items to the best of your ability before applying for a grant. You can check the expected cost of printing, transport and accommodation using online booking sites. You can also request quotations from companies for things like venue and equipment hire. It is expected that the cost of various items are subject to change from what you have researched. The point is to get as accurate an estimation as possible.

Income

You should include all the income you are expecting. The Grants Committee encourages applicants to secure grants and other sources of funding from different organisations. You should also include expected ticket sales in income. Again, if possible, include further information.

Any other supplementary budgetary information you wish to provide

You should use this section to explain any budget issues not in the budget. If, for example, you cannot make an educated guess about the cost of an item, note that in this section.

Sample budget

Below is a sample budget, loosely based on a previous convention. It gives you an idea of what a completed budget should look like.

Expenditure (List all items of expenditure here)	Amount £
Dr Michael Johnson speaker expenses Standard 1 Night Double Room in Travel Lodge in York	£60.00
Dr Michael Johnson expenses Airfare cost split w/ york Humanists and BHA. Ticket Purchased by BHA = £720.	£240.00
Prof Joanne Jones speaker expenses Return train fare London Euston to York	£73.50
Alom Shaha speaker expenses (return train fare London to York)	£73.50
Maryam Namazie speaker expenses	£70.00

(return train fare Welwyn to York)	
Marketing flyers Purchased at Stressfreeprint.com	£44.87
Andrew Copson speaker expenses (return train fare London to York)	£73.50
Posters Purchased at www.stressfreeprint.com	£24.00
Facebook advertising Estimate based on initial research	£50.00
Lanyards From EBay supplier	£52.00
Programmes From StressFreePrint.com	£110.32
Refreshments Including tea, biscuits and soft drinks	£100
Total Expenditure	£986.19
Income –	Amount £
Richard Dawkins Foundation grant Confirmed by RDFS	£200
Students Union grant Waiting on confirmation	£100
York Humanists contribution	£100
X20 tickets sold to date	£200
Expected future ticket sales 50 x £10 – Based on last year’s ticket sales.	£500
Grant requested from AHS Grants Committee	£300
Total Income	£1400

Any other supplementary budgetary information you wish to provide

We are also looking into getting support from our Students Union. We have very few details as to an amount this may be and will update when advised. If we are not successful in raising other funds or in selling more tickets, the loss (max £86.19) will be covered by the funds in our bank account.