**Student Group Sustainability Fund**

**Document Date:** November 2022

1. **Overview**

Royal Holloway Students’ Union are dedicated to becoming more sustainable and putting the environment at the forefront of what we do. As part of this, RHSU wants to encourage student groups to do the same and so the Sustainability Fund is to support student groups who are actively looking to become more sustainable. This can be through specific initiatives or projects they are working on, or if they just want to purchase more sustainable products for their events and activities. This fund is to give student groups the resources they need to become more sustainable and environmentally friendly.

1. **Eligibility**

In order to be considered for the funding, the following criteria must apply:

1. The student group should have been ratified by the Students’ Union
2. A core committee should be in place, as per the student group’s constitution
3. The committee will have discussed the funding request and be in agreement with the application
4. The group must have adhered to the published deadlines and completed a comprehensive application from within the timeframe given
5. **Principles**

Student groups can apply for up to £150 per year and applications can be submitted all year round, however as the fund pot is limited, once the funds for that year have been allocated, any future applications will need to wait until the following academic year. All applications must be based on at least one of the following below principles and are encouraged to show evidence of utilising the [Student Group Sustainability Guide](https://rhsu.freshdesk.com/support/solutions/articles/75000088004-student-group-sustainability-guide) throughout their application:

1. Costs involved in making an event or activity more environmentally sustainable
2. Activities or events that are aimed to engage students in action around the climate emergency
3. Activities or events that educate students on issues relating to sustainability
4. Projects or initiatives that directly address a specific environmental problem
5. **Process**

Student groups must complete the following [application form](https://form.asana.com/?k=XkD4k7Cvr5FqhCkeZUXD-w&d=559063903507349) in order to be considered for the fund. The applications will be reviewed by a panel consisting of the Student Opportunities Manager, VP Societies & Sport, the Sports Coordinator and Societies Coordinator and a decision will be made within 2 weeks’ of the application being submitted.

When an application is received, the Student Opportunities Manager will nominate a staff lead to circulate the application and arrange a meeting with the panel to discuss. The panel will check the application against the assessment criteria (Appendix 1). The lead staff member will liaise with the group about the outcome of their application and if successful, share the terms of the fund, arrange the transfer of funds directly into the group's grant account and communicate with the group about the creation of an impact report at the relevant time.

The group will have until the end of the academic year, unless otherwise agreed, to utlise the funds or it will be reclaimed. Evidence of spending the funds must be shared within that timeframe and student groups will be asked to provide an impact report so that their work can be promoted to the student body.

All funding awarded must be presented to the Societies, Sports and Opportunities Executive at the next available meeting.

**5. Timeline**

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| **Action** | **Date** |
| Criteria and process confirmed | 30 November 2022 |
| Marketing request submitted for badge | 21 November 2022 |
| Freshdesk article created | 3 January 2023 |
| Email to student groups | 3 January 2023 |
| Pilot launch | 9 January 2023 |
| Blogpost to promote | 9 January 2023 |
| Opps Newsletter highlight | 10 January 2023 |
| Review pilot and make any necessary amendments | 31 March 2023 |
| Promote at Student Group Training | 20 May 2023 |
| Full launch | 1 September 2023 |

**Appendix**

**Appendix 1: Assessment Criteria**

Questions:

* Has the student group been awarded from the Sustainability Fund before?
* Does the student group meet the eligibility criteria for the fund?
* Does their proposed plan meet one or more of the principles of the fund?
* What impact would their plan have on improving environmental sustainability in their student group and at Royal Holloway?

**Appendix 2: Sustainability Fund Terms and Conditions**

* The funds received must be spent on what was agreed in the group’s application
* The funds must be spent by the end of the academic year, unless otherwise agreed
* The student group must submit an impact report to the Student Opportunities team (1 page maximum) outlining the impact their work had on sustainability within their student group
* All purchases from the funds received must follow the relevant purchasing processes