



CAMBRIDGE SU: GRANT APPLICATION SYSTEM GUIDE

MAKING YOUR GRANT APPLICATION

To begin your grant application for your society or student group, select '**New Grant Application**'.

Step 1: Click on the New Grant Application button at the top of the page.

New Grant Application

Step 2: Fill in the details of your project.

Project

Title

Start date

23/10/2025

End date

23/10/2025

Grant Type

How do you intend to use this grant money if awarded?

Project Attachments (optional)

Drag & drop files here ...

Title - Enter a brief title for your project.

Start date/End date - Enter the date(s) your event will take place on. If the event takes place on one day, list the start date and the end date as the same date.

Please note that the SU does not provide grant funding for events that have already taken place. Be sure to submit your application for an upcoming event.

Grant Type - Please enter the type of grant you wish to apply for:

- Community Building
- Education
- Liberation and Social Causes
- Society Start-up

Details on the different grant categories can be found in the SU Society Grants: Application Information document on the Society Grants page on the SU website. Please refer to this to make sure you're selecting the right category for your grant application.

How do you intend to use this grant money if awarded? - Explain why the project or item you are applying for matches the criteria of the grant category you have chosen.

For example, if you are applying for Community Building Grant, why does this project, event or item benefit a community?

If you are applying for funding for an event, please explain why this funding is crucial for the running of this event. If you are applying for items, please explain why these items are crucial to meet the goals of the grant category criteria.

Project Attachments (optional) - If you have any promotional materials (e.g. posters, flyers) for your project that would aid your grant application, please attach them here.

Step 3: Expected Expenditure - Provide an itemised list of item(s)/services and the cost of each. If you have quotes or pricing details of products you wish to purchase, you can upload them as attachments for each item.

Evidence of cost	
Venue Hire	£150.00
Poster printing	£ 25.00
Total	£175.00

[Add Item](#)

Step 4: Budget - State the total grant amount you are requesting - this should equal the total of all the requested items/services.

Budget	
Net Budget	Requested Grant Amount
N/A	175

☒ I agree to the [Terms and Conditions](#)

After reviewing the Grant Terms and Conditions, please select 'Agree' to confirm your acceptance.

Step 5: Submit Your Grant Application

[Save changes](#) [Submit](#)

Once you're satisfied with your application, press the **Submit** button for your application to be reviewed by the Grants Panel.

If you'd like to make changes to your application before submitting, choose the **Save changes** button.