

**Grant Round (Enter Round Number)/2023**

**(Club Name) Cover Letter**

Date

**Grant Title:** (Type the grant title here.)

**Grant Type:** (General grant (Up to 70%)/Health and Safety Grant (Up to 100%)/Start Up Grant (Up to 100%)/Special Project Grant (Up to 100%))

**Project Cost:** (Type the total cost of the project associated with this application.)

**Application Amount:** (Type how much grant funding you are applying for.)

**Club Intro:**

Write a short paragraph to introduce your club to the Clubs, Societies, and Cultural Groups Grant Committee. Tell them about some of the activities that you do.

**Grant Purpose:**

Explain why you are applying for a grant and what you plan to do with the grant funds – use the questions below as a guide. If you are applying for any branded clothing items, include a picture of the design.

* Why is your application necessary?
* How does it help fulfil your group's goals and objectives?
* How does it fit with the longer-term development plans of the group?
* How many people will benefit from it?
* How will it benefit the vibrancy of the campus and student life?
* How have you/are you going to raise the extra funds required?
* If the grant is for an event – what date will you be running/attending the event?

**Summary:**

Thank the committee for their time considering your application and commit to providing them with a post-grant report.