

STUDENT-LED EVENTS POT

APPLICATION GUIDE

Have an idea for an event that could bring students together, celebrate community, or make life on campus that bit better?

The **Student-Led Events Pot** is here to help you make it happen.

We've got **£10,000 of funding** available to support **student-led events** that are open to everyone, fun to take part in, and make a positive difference to campus life.

Whether you want to run a cultural celebration, a creative workshop, a sustainability project, or something totally new – this funding is for you.

WHAT WE'RE LOOKING FOR

We want to support events that:

- Are **open to all Heriot-Watt students**, not just one course, club, or society.
- **Strengthen belonging and community** – helping students feel more connected and supported.
- Help you and your team **develop skills and experience** by taking the lead.
- Offer **value for money**, making good use of funds to benefit as many students as possible.
- Are **feasible, safe, and inclusive** for everyone involved.

HOW MUCH CAN I APPLY FOR?

There's no fixed amount per event, but most successful applications will be between **£100 and £1,000**, depending on the size and impact of your idea.

We'd rather fund **lots of great ideas** than just one big event – so think about what you really need to make yours happen.

WHAT THE FUNDING WON'T COVER

Funding can't be used for:

- Alcohol or events focused on drinking
- Graduation Balls or events limited to one cohort, course, or year group
- Private or invite-only events
- Society or Sports Club end-of-year dinners or personal celebrations
- Personal items (like clothing, costumes, or equipment for individual use)
- Travel or accommodation for a small number of people
- Fundraising or charity events where money goes elsewhere
- Commercial or profit-making activities
- Events that duplicate existing Union or University events without clear added value

If you're unsure, just ask – we're happy to help you check before you apply.

TIPS FOR A GREAT APPLICATION

1. **Keep it open and inclusive**
Make sure everyone feels welcome to take part
2. **Think about impact**
How will your event help students feel more connected or supported?
3. **Be realistic**
Have a clear plan, a sensible budget, and enough time to make it happen
4. **Make it affordable**
Your event should be free for students to attend
5. **Show student leadership**
Students should take the lead in planning and delivering the event (staff can support)
6. **Keep safety in mind**
Every event needs a quick check on risks and responsibilities

HOW TO APPLY

Applications are made through a short **Microsoft Form** – it should take around **10-15 minutes** to complete.

You'll need to answer the following questions, so have this info ready before you start:

Section 1: About You

- Your name (and anyone else helping organise)
- Your Heriot-Watt email address
- Are you applying as:
 - An individual
 - A society or sports club (please specify which)

Section 2: About Your Event

- What's your event called?
- Tell us briefly what it's about.
(What will happen, and what's the idea behind it?)
- When and where will it take place?
- Is your event open to all Heriot-Watt students?
 - Yes
 - No (please tell us why)

Section 3: Building Community

- How will your event help students feel more connected or part of the Heriot-Watt community?
- Roughly how many students do you think will come along?
 - Up to 20
 - 20-50
 - 50-100
 - 100+
- How will you make sure a mix of students hear about it and feel welcome to attend?
(Think about how you'll promote it and include everyone)
- What's the main benefit for students who come along?
(For example: meeting new people, learning something new, relaxing, celebrating culture, etc.)

Section 4: Budget and Funding

- How much funding are you applying for?
- Give us a quick breakdown of what you'll spend it on.
(Example: venue hire £100, materials £30, refreshments £40)
- Is your event free for students to attend?
 - Yes
 - No
- Are you getting any other funding or support for this event?

- Yes (please tell us where from)
- No

Section 5: Practical Stuff

- Have you thought about any risks or safety considerations?
(E.g. travel, accessibility, safeguarding, risk assessments - don't worry if not, we can support you with this!)
- Who will be responsible for running the event on the day?
(Name(s) and role(s) within team)

Section 6: Final Check

- Is there anything else you'd like us to know about your event or why it deserves funding?

WHAT HAPPENS NEXT

- Once you submit your form, the Student Union team will review your application.
- We'll assess it against the same criteria in this guide (impact, inclusivity, value for money, and feasibility).
- We'll get in touch if we have questions or need more info.
- If your event is approved, we'll confirm funding and support you with the next steps.

NEED SOME HELP FIRST?

We're happy to chat through your idea before you apply! Drop us an email at union.societies@hw.ac.uk.

We'll help you make your idea funding-ready.

IN SHORT:

If your event helps students connect, feel they belong, and get the most out of life at Heriot-Watt – this fund is here to help make it happen.