

On Campus Funding Request Process

IET On Campus applies a £500 maximum event funding limit for any event. Therefore all requests, no matter the monetary value, must be checked against the below table.

Before you submit your On Campus Funding Request Form to **oncampus@theiet.org**, please check you are following the below guidelines and ensure your form reflects the exact funding breakdown of where the funding will be spent.

YES

- Light refreshments (food and drink)
- Student travel (within reason)
- Printing costs for flyers (use IET marketing toolkit to create artwork, source local printer for production)
- Raw materials that aid in the running of your events. Such as electrical motors, DC batteries, bottles and/or other electrical components depending on requirements of that project
- Present Around the World (PATW) heats (refreshments)

NO

- Banquets/ 3 course dinners
- Speaker travel and expenses
- External marketing and publicity – your event can be shared on the IET Facebook page, Twitter and Eng Communities. The IET marketing toolkit can be used to create marketing collateral
- Design of posters - we encourage you to use the IET marketing toolkit to design, not pay external companies
- T-shirts/clothing – The IET supply you with polo shirts upon sign up, if you require more for an event, please enquire with the IET Student Co-ordinator
- Any additional to basic AV requirements
- Individual group member funding
- Sponsorship of events

Your funding request form will then be processed by the Student Co-ordinator. They will respond to you with questions and queries about your event. Please answer these in as much detail as possible.

You will receive a separate official email that states whether your funding request has been accepted with the next steps that need to be followed in order for the funding to be transferred or if your request has been rejected with further information on other ways that you can fund your event.

Any cases not encompassed on the above table must be discussed on a case by case basis with the Student Co-ordinator.