

On Campus Funding Request Process

Please note, you must obtain prior approval for funding from the IET before your event takes place, even if we are reimbursing you after the event has happened. Without prior approval, we cannot guarantee reimbursement.

Submit your Funding Request form to oncampus@theiet.org at least 3 weeks before your event is due to take place.

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

Aim to use free student resources (e.g. stationery), and please ensure that you reuse and recycle wherever possible.

No

- Banquets, meals or 3 course dinners
- Travel, expenses or gifts for speakers/guests
- External marketing and publicity – The IET marketing toolkit can be used to create marketing collateral. Aim to advertise your events using cost-free methods such as social media
- Design of posters - we encourage you to use the IET marketing toolkit to design, not pay external companies
- T-shirts/clothing – The IET can supply you with IET On Campus polo/t-shirts. If you require more for an event, please enquire with the Young Professionals Staff team
- Any additional to basic AV requirements
- Individual group member funding
- Sponsorship of events

Your funding request form will then be processed by IET Staff. They may respond to you with questions and queries about your event. Please answer these in as much detail as possible. Any cases not encompassed on the above table must be discussed on a case by case basis with IET Staff.

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.

Please note that there may be a delay when transferring funds to new payees. Estimated time to receive expenses is usually 3-5 weeks. Please do not borrow funds for your event. We are not liable for any interest or fees incurred.