



**GARA
BLACK
ANNUAL
FUND**

*application
pack*



YOU'RE APPLYING TO THE GARA Black Annual Fund

What is the GARA Black Annual Fund?

The GARA (Goldsmiths Anti-Racist Action) Black Annual Fund is a fund of £20,000 won by the GARA occupation. The fund is for the benefit of black students and community members who will be able to use the fund to put on events or projects.

What is GARA?

GARA, a Black and PoC led student protest group, began organising in March 2019 in response to racist attacks on a candidate in our SU elections.

This proved a lightning rod for students to share experiences of racism on campus, and on the 12th March, GARA began an occupation of Deptford Town Hall in protest over the failure of senior management to demonstrate a meaningful commitment to tackling institutional racism on campus. The occupation, which lasted four-and-a-half months, was something we, Goldsmiths SU, backed.

During the occupation, Deptford Town Hall was a hub not just for activism but for the local community. Crucially GARA strived to cultivate a community beyond the institution that included the local community, so they held many events that were open to the public as well as to students. It was also a place where students came together and felt united. The LGBTQ+Society at Goldsmiths was also founded in Deptford Town Hall during this time. Those protesting created an amazing space - there were study rooms, quiet rooms, prayer and wellbeing rooms, and free food and drink.

After a mighty 137 days of occupation, the Warden and SMT agreed to the demands made by GARA. They signed a statement of commitment, which you can read in full, promising to work towards

these demands to the best of their ability.

One of the demands made by GARA was for an annual fund of £20,000 to be created by the university for Black history events. The GARA Black Annual Fund is the fulfilment of this demand!

Who can apply?

This fund is open to students currently enrolled at Goldsmiths who identify as Black (African Caribbean) and Black community members who are working with at least one student currently enrolled at Goldsmiths. If you are unsure of your eligibility please ask!

What is the upper monetary limit per application?

The maximum amount to be awarded to a single application is £2500.

What is the upper limit of applications accepted per term?

There is no limit on the number of applications accepted per term.

What is the maximum amount of people who can apply at once or on one project?

There is no limit on the amount of people who can apply under one project.

How frequently will the panel meet?

The panel will meet once per calendar month.

What are the dates the panel will meet?

These are to be confirmed, once they are confirmed the dates will be displayed [on the webpage](#).

How is the fund paid to the recipient?

The amount in the application is paid directly to the student upon receipt of a signed contract stating that the recipient will spend the money as directed in their application.

When does the fund open?

1st December 2020.

When does the fund close?

1st June 2021.

When is the deadline for applications?

Applications are accepted between 1st December 2020 and 1st June 2021 with a rolling deadline – this means that each month there will be a deadline for submitting to the panel meeting in that month, with applications after this cutoff point rolling over to the next month. Applications made after 1st June 2021 will roll over to the next academic year 2021/22 (1st September 2021).

How do I apply?

Please read on for instructions on how to apply.

What happens next?

1. **You** will work through this pack to give details about your project including the objectives, impact and budget*

*if you need help, we can offer some mentor support

2. **Our staff administration team** will take your completed application to the panel for a decision
3. **Once successful**, we'll provide you with your contract, the funding itself and any additional support you may need
4. **During the project**, you can access support for any last minute bookings and changes
5. **After your event**, we will work together to evaluate what went well and gather feedback from participants

Staff mentorship

You can access staff mentorship through the SU. Your staff mentor can:

- Keep regular contact and communication with you about your event, either by email or by phone.
- Help you plan your project and budget using this pack and its resources, if you would like them to.
- Pass on information about your project to our Communications team, who will advertise and promote it if required, and to our panel and stakeholders.
- Guide you through the processes of applying for and receiving the fund.
- If applicable, help you to fill out an external speaker request, administrate invoices and payments or make bookings and buy equipment.
- Help you to collate evaluations and feedback from participants once the project is complete.

What do we need from you?

- Bring your most creative ideas and your best, most personable self to your project. ♥
- **Be as timely as you are able** in your replies to us so we can get your project planned, with plenty of time to spare for last minute changes or tweaks.
- **Be detailed** in your application response so we have all the information we need to secure the funding.
- For the duration of your time as an applicant and recipient of the fund you must agree to abide by our **code of conduct** and **safe space policy**.

Fund Criteria

A few examples of things that might be funded:

- Paying for film screenings
- Speaker costs
- Refreshments for events
- Trips
- Space hire
- Materials
- Travel costs
- Research project
- Books and equipment

Examples of things that wouldn't be funded:

- Specific course costs
- Alcohol
- Things that would be purchased already
- We don't fund things retrospectively
- We do not fund things that make a profit
- We cannot fund direct charity donations

This criteria is being expanded and clarified continually so please check the main webpage for up-to-date examples.

Applicant Information

In brief, this section is all about you and your project overview. Then we'll get to the details!

Your name (project lead)	Please write your full name here
Your pronouns	Your preferred pronouns, for example: she/her, they/them, he/him
Your email address	This should be a valid address, for example: expl001@gold.ac.uk
Student number	This should be 8 digits, for example: 00000000
Total number of additional applicants	Just you, or are you applying with others? There is no upper limit to applicants per application
Total amount applied for	Up to £2500 per application

Additional Applicant Information

Please duplicate this table for each additional applicant if required.

Name	
Pronouns	
Email address	
Student or non-student	

Project Details

This section is where you will outline the details of your project.

Project Title	
Project Start Date	
Project End Date	
Project type	Exhibition, community venture, etc
Estimated total number of people impacted	
Are you seeking any other funding?	

Project Description

Please use this section to write a detailed description of your project. Your description should consider the following:

- Timeline
- Use of funds
- How it will enhance the student experience, your department, club, society, Goldsmiths as a whole, and/or the community.
- Maximum 500 words

Budget

NB APPLICATIONS WITHOUT A DETAILED AND ACCURATE BUDGET WILL BE AUTOMATICALLY REJECTED.

Please supply a detailed accurate budget. Your budget must clearly show how you arrived at the sum you are applying for. Do not forget to factor VAT and any other relevant taxes (such as import tax) into your budget. The total sum you apply for including all taxes is the maximum sum the Panel will consider. No additional funding will be provided at a later date.

Please use [this budget help tool](#) to show your working.

Thank you

You've worked hard and the project is ready to be submitted to the panel for funding review. Congratulations, you deserve a big rest! We know project management is NOT easy – that's why we value your time and effort so much.

If you have any questions or feedback for us, too, please feel free to tell us! We're here to help.

