



University of Lincoln Students' Union Procedure to Govern the Allocation of the Academic Societies Development Grant

Purpose

The purpose of this procedure is to govern the process of allocating the Academic Societies Development Grant Funding by the University of Lincoln Students' Union Activities Department.

All decisions made regarding the allocation of the Academic Societies Development Grant funding must be ratified by the Students' Union Executive Committee, as detailed in By-Law 2,

The grant is available for eligible (outlined in 1.4) University of Lincoln Students' Union Academic Societies for the purpose of developing the Activity to meet its constitutional aims and objectives.

The grant is available for Academic Societies within the following two Cluster Groups; College of Science and International Business School; College of Arts and Social Science.

The Application

An Academic Society who wishes to apply for the Academic Societies Development Grant must fill out an application located on the Student Dashboard. The application must be submitted by midday, 7 working days prior to the convening of the next consecutive Activities Hub.

The dates for the Activities Hubs will be published on the University of Lincoln Students' Union website. Applications can be submitted anytime during the year.

Should the deadline for the next consecutive Activities Hub be missed, the application will be taken to the following Activities Hub within the current Academic year.

Any application that misses the deadline for the last Activities Hub within the current Academic year will not be accepted.

The Academic Society must provide a quote alongside the application for the Activities Hub in order to be eligible for the Development Grant

Applications will be considered based on the following criteria:

- What will the grant be spent on?
- How will the grant develop the Academic Society?
- Can the application demonstrate fundraising has been attempted?
- What are the balances of the Academic Society and what planned expenditure is there for the rest of the year?
- Does the application benefit more than 50% of the membership of the Academic Society?

Academic Societies are eligible to submit one application to be received by the next consecutive Activities Hub up to the value of £500. Academic Societies may submit further applications throughout

the year for as many Activities Hubs as they like, however only one application per Activities Hub will be accepted.

An Academic Society can only apply for 80% of the total cost of the requested expense. 20% must be contributed by the Academic Society itself via fundraising or membership funds. The total amounts must be declared along with the breakdown of the amount the Academic Society will be contributing themselves.

Academic Societies are able to apply for funding for any resources; however, funding will not be allocated for weapons (unless activity specific equipment), illegal items or substances, alcohol and personal clothing.

Grant Approval

The grant application will only be put forward for approval if the Academic Society

- Has a full committee
- Has credit balances on both their Self Raised Funds and Membership accounts

No representation can be made to the Activities Hub; all applications are considered by the application form alone.

All equipment purchases must be declared on the activity inventory and the risk assessment updated accordingly including any training to members regarding the correct use of equipment.

If the equipment is approved and is above £500.00 the Head of Finance will be notified immediately to ensure the assets register is up to date, who will also notify our insurance company.

Upon approval at the Activities Hub, Standing Order 1002, the application will be ratified at the next available Executive Committee.

The decision of the Executive Committee is final; Academic Societies do not have the right to appeal.

Following the Executive Committee, a colleague from the Students' Union Activities Department will notify the Academic Society within 48 hours of the decision with feedback.

The Activities Budget Holder in line with the University of Lincoln Students' Union Financial Regulations will be responsible for purchasing the approved purchases on the application and notifying the Academic Society of this.

No order will be placed until a Purchase Request has been received from the Academic Society.

All grants issued within the financial year, July 1st – June 30th must be used in full before June 30th. Any grants money not spent in full before the 30th June will be returned to the Grant fund on the 30th June.

No retrospective payments will be granted, including any Purchase orders on the system. All facility hires or course dates must be in the future

Grant funds may only be spent as detailed on the initial funding application. Any surplus grant must be returned to the grant fund.

Any price discrepancies between approval and time of ordering must be approved by VP Activities.

Should there be no available funds from the Academic Societies Development Grant, Academic Societies, will be informed and no subsequent applications will be accepted for the grant.

JS - August 2020