

PROCEDURE TO GOVERN THE ALLOCATION OF COMPETITIVE GRANT FUNDING

1. Purpose

- 1.1 The purpose of this procedure is to govern the process of allocating Competitive Grant Funding by the University of Lincoln Students' Union to Sports Clubs.
- 1.2 All decisions made regarding the allocation of competitive grant funding must be ratified by the Students' Union Executive Committee, as detailed in By-Law 2,

2. The Panel

- 2.1 The membership of the Panel responsible for decisions regarding the allocation of Competitive Grant Funding shall be:
 - a) The Vice President Activities
 - b) The Students' Union Sports Officer
 - c) Activities Manager
 - d) The External Trustee of the Participation Sub Committee
 - e) A Student Trustee of the Participation Sub Committee
- 2.2 In the event that the Sports Officer cannot attend, their position can be replaced by the Individual Competitive Sports Cluster Rep.
- 2.3 The grant is available to any Sports Clubs not currently competing in BUCS competition but competing in, or looking to compete in competitions that are recognized by the National or International governing body of their sport.

3. The Process

- 3.1 A Sports Club who wishes to apply for the Competitive Grant must fill out a Grant Application form, located on Lincolnsu.com, and return it by midday, 7 working days prior to the panel convening to the sports@lincoln.ac.uk.
- 3.2 The panel shall convene in the first week of each month from September to April. The dates of the deadlines to apply will be available on the lincolnsu.com dashboard.

- 3.3 The Sports Club must have a full committee and be ratified to be eligible for a Competitive Grant
- 3.4 Sports clubs must have credit balances on both their accounts to be able to apply for a competitive grant.
- 3.5 Sports Clubs may submit as many applications for grants as they wish in each academic year up to the value of £1000, however they may only be awarded a maximum total of £1000 in one academic year from the Competitive Grant application process.
- 3.6 Sports Clubs are able to apply for funding for any resources, however funding will not be allocated for weapons unless sport specific, illegal items or substances, or alcohol.
- 3.7 Clubs submitting an application must also have prepared a ten-minute pitch presentation to support their application.
- 3.8 A staff member from the Students' Union Activities Department will invite the Sports Club to present their application to the Panel, selected in line with 2.1, giving at least 5 working days' notice to the Sports Club.
- 3.9 The representative of the Sports Club who attends the Panel must be a member of the Sports Club that the application relates to.
- 3.10 A maximum of three representatives from one Sports Club will be allowed to present the application. Confirmation of attendance must be sent to the Vice President Activities 48 hours prior to the Panel convening.
- 3.11 Any Sports Club who cannot attend the Panel, will be judged solely on their application, but will only be eligible to receive up to 50% of their requested funding.
- 3.12 All applications will be circulated by a staff member from the Students' Union Activities Department 72 hours prior to the panel convening.
- 3.13 The Panel will judge the pitches made, based on the following criteria:
 - a) The effort put in to completing the application form and presentation skills
 - b) Did the panel feel that all questions were answered satisfactorily
 - c) If they feel that the money is being spent on items that are critical to the success of the project
 - d) The overall feasibility of the project
 - e) How many people will benefit from the project if it is successful
 - f) How much thought has gone into the timeline for the project and is there a clear end goal
 - g) How engaged the club and its members have been with the union

- h) The clubs previous results in that academic year, if not available consideration of results from the previous academic year can be considered.
 - i) If the club have previously applied for a grant and how did the project go.
- 3.14 Following the Panel, a staff member from the Students' Union Activities Department will notify the Sports Club within 48 hours of the decision that has been made, with feedback.
- 3.15 Sports Clubs do have the right to appeal any decisions made by the Panel.

4. Appeal

- 4.1 Should a Sports Clubs wish to appeal the decision of the Panel if they believe they have reasonable grounds that evidence that the procedure set out in the Allocation of Competitive Grant Funding procedure has not been followed correctly, the following procedure should be followed;
- 4.2 A letter outlining the request for an appeal clearly stating the grounds for the appeal, detailing fully where the procedural anomaly has occurred, should be sent to the Chief Executive Officer, ceo@lincolnsu.com within 7 working days of the original decision being made.
- 4.3 The Chief Executive Officer can deny any appeal should they deem it to be frivolous or vexatious. The decision of the CEO is final.
- 4.4 Upon reviewing all documentation, the Chief Executive will write to the Sports Club within 5 working days from receiving the appeal to either;
- a) Write to the Sports Club stating the reason why the appeal has been denied;
- or
- b) Accept the appeal and will request that the original application is heard by the Executive Committee under the same process as detailed in paragraph 3.
- 4.5 The decision of the Executive Committee hearing the appeal is final.