

PROCEDURE TO GOVERN THE ALLOCATION OF DEVELOPMENT GRANTS

1. Purpose

- 1.1 The purpose of this procedure is to govern the process of allocating Development Grant Funding by the University of Lincoln Students' Union to Societies and Sports Clubs.
- 1.2 The Students' Union Board of Trustees allocates an amount of funding each academic year in the Students' Union's annual budgeting process. The amount may vary each year based on available funds. The decision of the Board of Trustees is final.
- 1.3 All decisions made regarding the allocation of development grant funding must be ratified by the Students' Union Executive Committee, as detailed in By-Law 2,
- 1.4 The grant is only available for University of Lincoln Students' Union Societies and Sports Clubs and for the purpose of developing the Activity to meet its constitutional aims and objectives.

2. The Process

- 2.1 A Society or Sports Club who wishes to apply for the development grant must fill out a Development Grant Application form, located on Lincolnsu.com dashboard, and return it by midday, 7 working days prior to the convening of the next consecutive Activities Hub.
- 2.2 The dates for the Activities Hubs will be published on Lincolnsu.com dashboard. Applications can be submitted at any time during the year
- 2.3 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.
- 2.4 Any application that misses the deadline for the last Activities Hub within the current Academic year will not be accepted.
- 2.5 The Society or Sports Club must have a full committee and be ratified to be eligible for a development grant.

2.6 Societies and Sports Clubs must have credit balances on both their Self Raised Funds and Membership accounts to be able to apply for a development grant.

2.7 Applications will be considered based on the following criteria;

Will the grant increase membership?

Will the grant increase engagement?

Will the grant improve/increase development?

Will the grant increase the experience for members?

How many members will benefit from the grant?

Can the application demonstrate fundraising has been attempted?

Is the cost of membership suitable for the activities the club undertakes?

What are the balances of the club or society and could own funds be used?

Does the application benefit more than 50% of the membership of the club?

Does the application demonstrate a collaborative approach between societies, sports clubs or other groups external to the SU?

Does the grant have a long term benefit to the club or society?

Will the grant be used to purchase safety equipment?

2.8 Societies and Sports Clubs are eligible to submit one application for themselves to be received by the next consecutive Activities Hub up to the value of £500. Sports Clubs and 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, this being the first application submitted by the Sports Club or Society for the next Activities Hub to be convened.

2.9 A Society or Sports Club can only apply for 80% of the total cost of the requested expense. 20% must be contributed by the club or society itself via fundraising or membership funds.

2.10 No representations can be made to the Activities Hub. All applications are considered by the application form alone.

2.11 Societies and Sports Clubs are able to apply for funding for any resources, however funding will not be allocated for weapons, illegal items or substances, and alcohol.

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

2.13 Following the Executive Committee, a staff member from the Students' Union Activities Department will notify the Society or Sports Club within 48 hours of the Executive Committee of the decision that has been made, with feedback.

- 2.14 The decision of the Executive Committee is final; Societies and Sports Clubs do not have the right to appeal.
- 2.15 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 Society or Sports Club of this.
- 2.16 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.
- 2.17 Grant funds may only be spent as detailed on the initial funding application. Any surplus grant must be returned to the grant fund.
- 2.18 Societies and Sports clubs will be notified at the next consecutive Societies Hub and Sports Hub of the approved applications and subsequent available funds of the development grant.
- 2.19 Should there be no available funds from the development grant, Societies and Sports Clubs will be informed and no subsequent applications will be accepted for the grant.