



University of Lincoln Students' Union Procedure to Govern the Allocation of the Campaigns Network Campaign Grant

1. Purpose

- 1.1 The purpose of this procedure is to govern the process of allocating Campaigns Network Campaign Grant Funding to the University of Lincoln Students' Union Campaigns Network.
- 1.2 All decisions made regarding the allocation of Campaigns Network Campaign Grant Funding must be ratified by the Students' Union Executive Committee, as detailed in By-Law 2.
- 1.3 The grant is available for eligible, as outlined in 1.4, University of Lincoln Students' Union Campaigns Network Committee Members and for the purpose of developing and promoting the network.
- 1.4 The Campaigns Network Committee Members that are eligible to apply for funding are the liberation officers: Women's, Disabilities, BAME & LGBT+ as well as the Community Officer and Environmental Officer.
- 1.5 Throughout this process, when referring to 'the Proposer' or 'Campaigns Network Committee Member', this refers to the eligible (see 1.4) elected Officer of the Campaign group applying for funding.

2. The Application

- 2.1 An eligible Campaigns Network Committee Member who wishes to apply for Campaigns Network Campaign Grant must fill out a Campaigns Network Campaign Grant Application through the Member Dashboard with quotes evidencing the requested amount.
- 2.2 Any applications submitted without a quote will not be accepted.
- 2.3 Applications must be submitted by midday 7 days prior to the next consecutive Campaigns Hub. The form must be filled in with sufficient detail so that, if fully approved, the goods can be ordered by the Assistant Campaigns Manager without the need for further communication.
- 2.4 A Campaigns Network Committee Member will submit their application which will be reviewed by a Students' Union staff member from the Employability & Campaigns Department. This will then be submitted to the subsequent Campaigns Hub meeting for approval. If approved at the Campaigns Hub, the funding application will go to the subsequent Executive Committee for ratification.

3. The Meetings

- 3.1 Applications can be submitted at any time during the year through the Member Dashboard. Campaigns funding deadlines will be added to all Campaigns Network Committee Members' diaries as soon as they are confirmed.
- 3.2 Should the deadline for the next consecutive Campaigns Hub be missed, the application will be taken to the following Campaigns Hub, within the current Academic year as defined in University of Lincoln standards.
Any application that misses the deadline for the last Campaigns Hub within the current Academic year will not be accepted as defined in University of Lincoln standards.

4. Funding

- 4.1 Applications will be considered based on the following criteria;
 - 4.1.1 Will this grant be used to represent the views of the respective group?



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- 4.1.2 Will this grant be used for a campaign or event to raise awareness of issues affecting the respective group?
- 4.1.3 Will this grant promote links with similar groups or organisations whether local, regional or national?
- 4.1.4 Is the event or campaign student-led and inspired by student feedback?
- 4.1.5 How many members will this money be able to effectively represent?
- 4.2 An eligible (see 1.4) Campaigns Network Committee Member can apply for up to the maximum of the equal share of the total Campaigns Network Campaign Grant budget over the year as allocated by the University of Lincoln Students' Union's Board of Trustees. The amount allocated to the Campaigns Network will be outlined in the training at the beginning of each academic year.
- 4.3 Eligible Campaigns Network Committee Members (see 1.4) are able to apply for funding for any resources related to running a campaign, in line with the criteria (see 4.1), however funding will not be allocated for weapons, illegal items or substances.
- 4.4 Alcohol is permitted as long as alcohol is complimentary to the purpose of the event. Funding will not be permitted if consuming alcohol is the prime reason for the event to take place.
- 4.5 At the time of the March Campaigns Hub, any unallocated funds can be made available to the eligible Campaigns Network Committee members. Applications can be made to these funds following the usual procedure outlined in this document.

5. Executive Committee Ratification

- 5.1 If passed at the Campaigns Hub, the application will be sent to the next available Executive Committee to be ratified.
- 5.2 Following the Executive Committee, a staff member from the Students' Union Employability & Campaigns Department will notify the Campaigns Network Committee Member within 2 working days of the Executive Committee of the decision that has been made, and will include any feedback.
- 5.3 The decision of the Executive Committee is final; the Proposer does not have the right to appeal.
- 5.4 If the application is rejected, the Campaigns Network Committee Member would need to re-apply with a new application form and follow the process again. Support will be provided by a staff member from the Employability & Campaigns Department.
- 5.5 If the application is approved, the Campaigns Network Budget Holder, in line with the University of Lincoln Students' Union Financial Regulations, will be responsible for purchasing the approved purchases on the application.
- 5.6 Wherever possible, purchases will be made within 5 working days of ratification from the Executive Committee.

6. Grant fund

- 6.1 All grants issued within the financial year, July 1st – June 30th must be used in full before June 30th.
- 6.2 Grant funds may only be spent as detailed in line with the decisions made by the Campaigns Hub and subsequently Executive Committee.
- 6.3 Any changes needed that alter the initial decision, for example, a change in cost, must go through the Chair of the Campaigns Hub with approval from the Chair of the Executive Committee using Chair's Powers.



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- 6.4 Campaigns Network Committee Members will be notified at the next consecutive Campaigns Network Meeting of the approved applications and subsequent available funds of the Campaigns Network Campaign Grant.
- 6.5 Should there be no available funds from the Campaigns Network Campaign Grant, Campaigns Network Committee Members will be informed and no subsequent applications will be accepted for the grant.
- 6.6 Should a Campaigns Group need access to funds before the first Campaigns Hub but for the new Academic year, as defined in University of Lincoln standards, an application will be accepted by the third Monday of August. This will then be submitted to the subsequent Executive Committee to have a decision made as to whether it is deemed to meet the criteria. This money is for use between the new Academic year as defined in University of Lincoln standards and the opportunity for funding after first Campaigns Network Meeting.