

PROCEDURE TO GOVERN THE ALLOCATION OF EVENTS/TRIPS GRANTS

1. Purpose

- 1.1 The purpose of this procedure is to govern the process of allocating Event Grant Funding by the University of Lincoln Students' Union to Societies.
- 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 event 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 for the purpose of supporting with the costs associated with a planned event or trip.

2. The Process

- 2.1 A Society who wishes to apply for the events grant must fill out an Events 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 must have a full committee and be ratified to be eligible for an events grant.
- 2.6 Societies must have credit balances on both their Self Raised Funds and Membership accounts to be able to apply for an events 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 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 Society?

2.8 Societies may submit as many applications for grants as they wish in each academic year up to the value of £500, however they may only be awarded a maximum total of £500 in one academic year from the Events Grant application process.

2.9 Societies are able to apply for funding for any resources, however funding will not be allocated for weapons, illegal items or substances.

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

2.11 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.

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 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 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 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 for the purpose of the event/trip detailed on the initial funding application. Any surplus grant must be returned to the grant fund.
- 2.18 Societies will be notified at the next consecutive Societies Hub of the approved applications and subsequent available funds of the events grant.
- 2.19 Should there be no available funds from the Events grant, Societies will be informed and no subsequent applications will be accepted for the grant.

HC- February 2017