



## 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 only available for 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, Disabled, Mature, BAME & LGBT+ as well as the Community Officer and ISA Officer.
- 1.5 The Raise and Give (RAG) Officer and Student-Led Project Leaders are not eligible to apply for the Campaigns Network Campaign Grant however they are eligible for the Campaigns Network Event Grant.
- 1.6 Throughout this process, when referring to 'the Proposer' this is the elected Officer of the Campaign group.

### 2. The Application

- 2.1 A Campaigns Network Committee Member who wishes to apply for Campaigns Network Campaign Grant must fill out a Campaigns Network Campaign Grant Application form with quotes evidencing the requested amount.
- 2.2 Forms can be requested by emailing [campaignsnetwork@lincolnsu.com](mailto:campaignsnetwork@lincolnsu.com), and must be returned by midday 7 days prior to the convening of the next

consecutive Campaigns Network Meeting. The form must be filled in with sufficient detail so that the goods can be ordered by the Campaigns Support Co-ordinator.

- 2.3 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 Network meeting for approval.

### 3. The Meetings

- 3.1 The dates for the Campaigns Network meeting will be published on [www.lincolnsu.com/campaigns](http://www.lincolnsu.com/campaigns). Applications can be submitted at any time during the year by emailing [campaignsnetwork@lincolnsu.com](mailto:campaignsnetwork@lincolnsu.com).
- 3.2 Should the deadline for the next consecutive Campaigns Network Meeting be missed, the application will be taken to the following Campaigns Network Meeting, within the current Academic year as defined in University of Lincoln standards.
- 3.3 Any application that misses the deadline for the last Campaigns Network Meeting within the current Academic year will not be accepted as defined in University of Lincoln standards.
- 3.4 Those who are eligible to apply for the funding are eligible to vote on the funding requests submitted by other Proposers.
- 3.5 The meeting must have quoracy for the vote to go through. Quoracy is 50%+1 of eligible voters.

### 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?
- 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 Will this grant be used to support members of the group whether socially or educationally?

- 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 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, 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.

#### 5. Executive Committee Ratification

- 5.1 If passed at the Campaigns Network Meeting, the application will be sent to the next available Executive Committee to be reviewed.
- 5.2 Following the Executive Committee, a staff member from the Students' Union Employability & Campaigns Department will notify the Campaigns Network Committee Member within 48 working hours of the Executive Committee of the decision that has been made, with 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 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 Purchases will be made within 72 working hours of ratification.

#### 6. Grant fund

- 6.1 All grants issued within the financial year, July 1<sup>st</sup> – June 30<sup>th</sup> must be used in

full before June 30<sup>th</sup>. Any grants money not spent in full before the 30<sup>th</sup> June will be returned to the Grant fund on the 30<sup>th</sup> June.

- 6.2 Grant funds may only be spent as detailed in line with the decisions made by the Campaigns Network and subsequently Executive Committee.
- 6.3 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.
- 6.4 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.
- 6.5 Should a Campaigns Group need access to funds before the first Campaigns Network Meeting 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.

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