



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

### 1. Purpose

- 1.1 The purpose of this procedure is to govern the process of allocating Campaigns Network Event Grant Funding to the University of Lincoln Students' Union Campaigns Network.
- 1.2 All decisions made regarding the allocation of Campaigns Network Event Grant Funding must be ratified by the Students' Union Executive Committee, as detailed in Bye-Law 2.
- 1.3 The grant is only available for certain University of Lincoln Students' Union Campaigns Network Committee Members and for the purpose of developing the respective groups and running their events.
- 1.4 The Campaigns Network Committee Members that are eligible to apply for funding are the Student-Led Project Leaders and the RAG Officer.
- 1.5 This Grant has been created as these groups are unable to apply for the Campaigns Network Campaign Grant due to Ultra Vires.
- 1.6 Throughout this process, when referring to 'the Proposer' or 'Campaigns Network Committee Member' this refers to the RAG Officer and Student-Led Project Leaders.

### 2. The Application

- 2.1 A Campaigns Network Committee Member who wishes to apply for Campaigns Network Event Grant must fill out a Campaigns Network Event 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 return it 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 raise awareness of the respective group?
- 4.1.2 What is the purpose of the event? A fundraiser, an awareness event or as part of a local event?
- 4.1.3 Will this grant be used for an event to raise awareness of issues affecting the respective group?
- 4.1.4 Will this grant be used to raise money for the respective group?
- 4.1.5 Will this grant promote links with similar groups or organisations whether local, regional or national?

- 4.1.6 Will this grant be used to effectively meet the objectives of the respective group?
- 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 The Proposer can request up to £100 per Campaigns Network Meeting with a maximum of £250 across the academic year for RAG and per Student-Led Project.
- 4.4 Eligible Campaigns Network Committee Members are able to apply for funding for any resources related to running an event, in line with the criteria (see 4.1), however funding will not be allocated for weapons, illegal items or substances.
- 4.5 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 Event Grant.
- 6.4 Should there be no available funds from the Campaigns Network Event 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.

Author: KT, June 2018  
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