



University of Lincoln Students' Union Procedure to Govern the Allocation of Competitive Grant Funding

Equality Impact Assessment

Please tick the boxes below to confirm you have considered:

- How the policy and/or process affects staff, members, and visitors to the Students' Union and its venues
- How the policy and/or process affects people in the protected characteristics
- How any data will be gathered and used

- Please tick the box to confirm you have adjusted the policy and/or process to mitigate any data impacts
- Please tick the box to confirm you have adjusted the policy and/or process to mitigate any Equality impacts

Please list below what reasonable adjustments have been made and how people with protected characteristics will be positively and/or negatively affected by this policy and/or process:

- Any data held by ULSU will be stored securely and in line with current Data Protection Legislation.

Please list below the forms associated with the policy and/or process:

- Competitive Grant Application Form

Approval History

Name & Role	Substantive/Primary Changes	Approved by (ie. SMT)	Date Approved
Jessica Skill- Activities Coordinator	Layout General wording of the procedure		



University of Lincoln Students' Union Procedure to Govern the Allocation of Competitive Grant Funding

1. Purpose

- 1.1 The purpose of this procedure is to govern the process of allocating Competitive Grant Funding by the University of Lincoln Students' Union to Sports Clubs and individuals.
- 1.2 All decisions made regarding the allocation of competitive grant funding must be ratified by the Students' Union Executive Committee, as detailed in By-Law 4,
- 1.3 The grant is available to any Sports Clubs (An activity with high insurance rates) or individuals competing in non-BUCS competition, or looking to compete in competitions that are recognised by the National or International governing body of their sport. BUCS competition cannot be funded by this grant.

2. Sports Club Application Process

- 2.1 A Sports Club who wishes to apply for the Competitive Grant must fill out a Grant Application form, located on the member dashboard, and return it by midday, 10 working days prior to the panel convening to sports@lincolnsu.com
- 2.2 The panel shall convene in the first week of each month from September to April. The dates of the deadlines to apply will be available on the lincolnsu.com/funding page.
- 2.3 Should there be no available funds from the grant, individuals will be informed, and no subsequent applications will be accepted for the grant.
- 2.4 The Sports Club must have a full committee and be ratified to be eligible for a Competitive Grant
- 2.5 Sports clubs must have credit balances on both their accounts to be able to apply for a competitive grant.
- 2.6 Sports Clubs may submit as many applications for grants as they wish in each academic year up to the value of £1000, however they may only be awarded a maximum total of £1000 in one academic year from the Competitive Grant application process.
- 2.7 All allocated funding must be used by 30th June in the same academic year. Any monies not used by this time will be returned to the grant fund.
- 2.8 Sports Clubs are able to apply for funding for any resources; however, funding will not be allocated

for weapons unless sport specific, illegal items or substances, or alcohol.

3. Sports Club Panel Process

- 3.1 Clubs submitting an application must prepare a ten-minute pitch presentation to support their application.
- 3.2 A staff member from the Students' Union Activities Department will invite the Sports Club to present their application to the Panel, 24 hours after the deadline of the application submission.
- 3.3 The members of the Panel responsible for decisions regarding the allocation of Competitive Grant Funding shall be:
 - Vice President Activities
 - Deputy CEO
 - Assistant Opportunities Manager
 - Students' Union Sports Officer
 - Student Trustee of the Participation Sub Committee
- 3.4 In the event that the Sports Officer cannot attend, their position can be replaced by the Individual Competitive Sports Cluster Rep.
- 3.5 The representative of the Sports Club who attends the Panel must be a member of the Sports Club that the application relates to.
- 3.6 A maximum of three representatives from one Sports Club will be allowed to present the application.
- 3.7 Any Sports Club who cannot attend the Panel, will be judged solely on their application, but will only be eligible to receive up to 50% of their requested funding.
- 3.8 All applications will be circulated by a staff member from the Students' Union Activities Department 72 hours prior to the panel convening.
- 3.9 The Panel will judge the pitches made, based on the following criteria:
 - The effort put in to completing the application form and presentation skills
 - Did the panel feel that all questions were answered satisfactorily?
 - If they feel that the money is being spent on items that are critical to the success of the competition
 - The overall feasibility of the competition
 - How many people will benefit from the competition if it is successful
 - How much thought has gone into the timeline for the competition and is there a clear end goal?
 - How engaged the club and its members have been with the union
 - The club's previous results in that academic year, if not available consideration of results from the previous academic year can be considered.
 - If the club have previously applied for a grant and how did the competition go.

4. Individual Application Process

- 4.1 An individual who wishes to apply for the Competitive Grant must fill out a Grant Application form, located at www.lincolnsu.com/funding and return it by midday, 7 working days prior to the panel convening to sports@lincolnsu.com
- 4.2 The panel shall convene in the first week of each month from September to April. The dates of the deadlines to apply will be available on the lincolnsu.com/funding page.
- 4.3 Should there be no available funds from the grant, individuals will be informed, and no subsequent applications will be accepted for the grant.
- 4.4 An individual may submit as many applications for grants as they wish in each academic year up to the value of £1000, however they may only be awarded a maximum total of £1000 in one academic year from the Competitive Grant application process.
- 4.1 All allocated funding must be used by 30th June in the same academic year. Any monies not used by this time will be returned to the grant fund.
- 4.5 An Individual is able to apply for funding for any resources; however, funding will not be allocated for weapons unless sport specific, illegal items or substances, or alcohol.

5. Individual Panel Process

- 5.1 The Individual will be allowed to present the application with support from up to two other individuals such as Coaches etc.
- 5.2 An Individual who cannot attend the Panel, will be judged solely on their application, but will only be eligible to receive up to 50% of their requested funding.
- 5.3 All applications will be circulated by a staff member from the Students' Union Activities Department 72 hours prior to the panel convening.
- 5.4 The Panel will judge the pitches made, based on the following criteria:
- The effort put in to completing the application form and presentation skills
 - Did the panel feel that all questions were answered satisfactorily?
 - If they feel that the money is being spent on items that are critical to the success of the project and development of individuals
 - The overall feasibility of the competition
 - Will this bring recognition to University of Lincoln Students' Union and the University and help raise their profile
 - How much thought has gone into the timeline for the project and is there a clear end goal?
 - How engaged the individual has been with the union
 - The individual's previous results in that academic year, if not available consideration of results from the previous academic year can be considered.

- If the individual has previously applied for a grant and how did the project go.
- Is the individual a sports scholar?

5.5 Following the Panel, a staff member from the Students' Union Activities Department will notify the Individual within 48 hours of the decision that has been made, with feedback.

5.6 Individuals do have the right to appeal any decisions made by the Panel.

6. Appeal

6.1 Should a Sports Clubs or Individual wish to appeal the decision of the Panel if they believe they have reasonable grounds that evidence that the procedure set out in the Allocation of Competitive Grant Funding procedure has not been followed correctly, the following procedure should be followed;

6.2 A letter outlining the request for an appeal clearly stating the grounds for the appeal, detailing fully where the procedural anomaly has occurred, should be sent to the Chief Executive Officer, ceo@lincolnsu.com within 7 working days of the original decision being made.

6.3 The Chief Executive Officer can deny any appeal should they deem it to be frivolous or vexatious. The decision of the CEO is final.

6.4 Upon reviewing all documentation, the Chief Executive will write to the Sports Club or Individual within 5 working days from receiving the appeal to either;

6.5 State the reason why the appeal has been denied.

or

6.6 Accept the appeal and will request that the original application is heard by the Executive Committee under the same process as detailed in paragraph 3.

6.7 The decision of the Executive Committee hearing the appeal is final.

JS August 2020