



## University of Lincoln Students' Union Procedure to Govern the Allocation of the Societies Development Grant

### 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:

- N/A

### Approval History

Name & Role	Substantive/Primary Changes	Approved by (ie. SMT)	Date Approved
Jessica Skill- Activities Coordinator	Criteria & layout Cluster groups eligible		



## **University of Lincoln Students' Union Procedure to Govern the Allocation of the Societies Development Grant**

### **1. Purpose**

- 1.1 The purpose of this procedure is to govern the process of allocating the Societies Development Grant Funding by the University of Lincoln Students' Union Activities Department.
- 1.2 All decisions made regarding the allocation of the Societies Development 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 (outlined in 1.4) University of Lincoln Students' Union Societies for the purpose of developing the Activity to meet its constitutional aims and objectives.
- 1.4 The grant is available for Societies within the following four Cluster Groups; Arts and Culture; Campaigns, Politics and Lifestyle; Faith and International and Recreational.

### **2. The Application**

- 2.1 A Society who wishes to apply for the Societies Development Grant must fill out an application located on the Student Dashboard. The application must be submitted 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 the University of Lincoln Students' Union website. Applications can be submitted anytime 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 provide a quote alongside the application for the Activities Hub in order to be eligible for the Development Grant
- 2.6 Applications will be considered based on the following criteria:
  - What will the grant be spent on?
  - How will the grant develop the Society?
  - Can the application demonstrate fundraising has been attempted?
  - What are the balances of the Society and what planned expenditure is there for the rest of

the year?

- Does the application benefit more than 50% of the membership of the Society?

- 2.7 Societies are eligible to submit one application to be received by the next consecutive Activities Hub up to the value of £500. Societies may submit further applications throughout the year for as many Activities Hubs as they like, however only one application per Activities Hub will be accepted.
- 2.8 A Society can only apply for 80% of the total cost of the requested expense. 20% must be contributed by the society itself via fundraising or membership funds. The total amounts must be declared along with the breakdown of the amount the Society will be contributing themselves.
- 2.9 Societies are able to apply for funding for any resources; however, funding will not be allocated for weapons (unless activity specific equipment), illegal items or substances, alcohol and personal clothing.

### **3. Grant Approval**

- 3.1 The grant application will only be put forward for approval if the Society
- Has a full committee
  - Has credit balances on both their Self Raised Funds and Membership accounts
- 3.2 No representation can be made to the Activities Hub, all applications are considered by the application form alone.
- 3.3 All equipment purchases must be declared on the activity inventory and the risk assessment updated accordingly including any training to members regarding the correct use of equipment.
- 3.4 If the equipment is approved and is above £500.00 the Head of Finance will be notified immediately to ensure the assets register is up to date, who will also notify our insurance company.
- 3.5 Upon approval at the Activities Hub, Standing Order 1002, the application will be ratified at the next available Executive Committee.
- 3.6 The decision of the Executive Committee is final; Societies do not have the right to appeal.
- 3.7 Following the Executive Committee, a colleague from the Students' Union Activities Department will notify the Society within 48 hours of the decision with feedback.
- 3.8 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.
- 3.9 No order will be placed until a Purchase Request has been received from the Society.

- 3.10 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.
- 3.11 No retrospective payments will be granted, including any Purchase orders on the system. All facility hires or course dates must be in the future
- 3.12 Grant funds may only be spent as detailed on the initial funding application. Any surplus grant must be returned to the grant fund.
- 3.13 Any price discrepancies between approval and time of ordering must be approved by VP Activities.
- 3.14 Should there be no available funds from the Societies Development Grant, Societies, will be informed and no subsequent applications will be accepted for the grant.

JS August 2020