**Activities Funding Policy**

# Funding for affiliated groups

* 1. Funding for groups will be granted by the Societies Committee for requests that strengthen and enhance the operation of the groups and benefit their membership.
	2. The following conditions must be met for an application to be considered:
		1. The group is affiliated to the Students’ Union
		2. The application is made by the Executive of the group
		3. The funds will benefit the group, or groups, as a whole not individual members.
		4. The application should be able to demonstrate how funding will support the future sustainability of their group/activity.
		5. The application supports the Union’s strategic aims
		6. The application is in line with the Union’s Financial Regulations
		7. The application is not made retrospectively
	3. The funding will be distributed to provide the greatest value for money for the Students’ Union.
	4. This funding policy may be amended at any time by proposing changes to Societies Committee. A simple majority vote at the Societies Committee will approve any changes.

# Funding Available

* 1. Funding is available for:
		1. Intervarsity Competition
		2. Coaching
		3. Equipment, projects, events and transport
	2. Requests for funding outside of these areas may also be considered by Activities Executive.
	3. There is an expectation that there will be some contribution from the applying group for funding requests falling under 2.1.2 to 2.1.3.
	4. All groups are encouraged to discuss their proposal with either the VP Activities or relevant staff prior to submission.

# Activities Funding

* 1. Societies Committee will grant funding on the merits of each application.
	2. It is expected that Groups will generate funds and a contribution will be made to support any application.
	3. Societies Committee will cease to grant funding when there are no funds left to allocate.
	4. The following exceptions to Activities Funding allocations exist:
		1. Any application that is Ultra Vires or against the Union’s Financial Regulations
		2. Any application that is made retrospectively
		3. Repairs to equipment, necessary due to neglect
		4. Additional insurance costs
		5. Fines
		6. Legal fees
		7. Anything for the sole benefit of non-members of the society

# Activities Funding Process

* 1. Applications can be made at any time via the online application form.
	2. Applications for the following Academic year may be made from Week 5 of the Summer term.
	3. It is expected that funding requests will be discussed with the VP (Activities) or relevant member of the societies team prior to submission.
	4. Requests for Activities Funding will be made to the Societies Committee by submitting the Activities Funding Application form and an annual budget.
	5. The Societies Committee may choose to allocate from another budget, if it is more relevant.
	6. The Societies Team will check applications to ensure they meet the above eligibility criteria. Eligible applications will be passed to the Societies Committee online to vote on or at least 48 hours prior to a Committee Meeting.
	7. Funding Applications will be considered online via poll or at the next quorate meeting of the Societies Committee.
	8. All applications must be treated without prejudice.
	9. Where an application has been made by a Group which has a member on the Societies Committee or a member of Societies Committee has a vested interest in it, the member must declare an interest and will not vote on this application.
	10. Applications will be accepted or declined by a simple majority vote.
	11. All successful funding applications will have a deadline for use of the funds; this will be considered as part of the application process. Any funds not used by this deadline will be reclaimed.
	12. The Societies Team will notify societies with successful applications and the Students’ Union Finance Office within 48 hours of a decision.
	13. All funding must be claimed within the financial year (by 31st July) in which it is allocated.

# Safety Equipment

* 1. Safety equipment should be purchased through the Activities Funding Applications or a Group’s annual budgeting process.
	2. If there are significant or emergency costs, applications can be made to the LUSU Area Safety Officer.

# 6. Emergency Funding

8.1. A meeting with the VP Activities or Societies Coordinator must take place first to determine whether an Emergency Funding application is the right course of action

8.2. Emergency funding is not an alternative to the standard funding procedure and is solely to offer financial stability in circumstances occurring beyond the control or foresight of the group. Applications can only be submitted at the discretion of the VP Activities/Societies Coordinator.

8.3. Applications can be submitted at any time of year with a maximum of 1 application per society each term.

8.4. The application must meet the criteria as defined in section 1.2 and 3.4 of the Activities Funding Policy.

8.5. Applications will be considered and accepted or declined by the VP Activities and a Student Development Manager.

8.6. The applicant will receive the outcome within 7 days of submission.

8.7. All allocated funding must be claimed by the last day of the term it was granted in. Unclaimed funding will be returned to the funding pot at this point.