



## **Clubs and Societies Grant Allocation Policy**

### **Scope**

Bangor Students' Union supports and facilitates diverse student led activities that benefit from free membership. This ensures that activities are as accessible as possible with the aim of enhancing the student experience in Bangor and increasing University wide retention of Students. Membership of all Bangor Students' Union Clubs and Societies is free. This policy shall cover the allocation of grant funding to ensure activities can happen.

### **Funding**

Each year, Bangor Students' Union secures funding from a range of sources. This income is allocated to different areas of our operations to form our overall budget. This is ratified at Trustee Board level and then presented to Bangor Students at the Students' Union General Meeting in October for approval. Once passed by this democratic body, internal budgets are then finalised and activities are eligible to receive their funding. These budgets and all grant allocations are all made available for public view.

### **Timeline**

This covers the current period and the following period. The monthly cycle has been split for clarity.

April: Invitation to apply for grant funding is released to Club and Society Email Accounts.  
Development Meetings are scheduled.  
Drop in sessions are available and offered.

May: Deadline for Grant applications.  
Development Meetings are held.  
Union grant allocation from University agreed / Union budget drafted

June: Draft budget is prepared by Clubs and Societies Manager with support from Finance and Administration Manager

July/August: Clubs and Societies budget is finalised by Clubs and Societies Manager and Finance and Administration Manager.



- October: Clubs and Societies Budget is communicated for approval at Students' Union General Meeting.  
Club and Society Grants are deposited into their respective accounts.  
Full publication of Club and Society grant allocations is made available online
- February: Club and Society accounts are reviewed. Development Meetings held where necessary.  
Second instalments are reviewed and then deposited into their respective accounts.
- May: Expenditure deadline is the last working day of May.
- June: Any surplus funds are clawed back and diverted towards other development areas.
- July: Absolute deadline for year-end expenditure.

### **Allocation Process**

The process followed when allocating budgets to Sports Clubs and Societies ahead of and during each academic year is detailed below. The decision making process is transparent, fair, robust and accountable. The process is explained at Club and Society committee training, Club Captain and Society Chairs meetings, and at the Athletic Union General Meeting and the Societies General Meeting.

### **Budget Lines**

All major budget lines are determined by the Clubs and Societies Manager, Finance and Administration Manager and the Union Director. The Club and Society Grant fund is determined in line with this policy.

### **Grant Assessment**

The grant assessment panel consists of the Clubs and Societies Manager, Vice President Sport and Healthy Living, Vice President Societies and Community and Finance and Administration Manager.



### **Allocation Criteria**

Grant allocations fund core activity expenditure. This is described as essential costs without which the Club or Society couldn't operate, and which are for the benefit of the entire membership. No Club or Society is guaranteed any funding. Should a grant form not be received, we reserve the right to allocate £0.

We support some highly specialised activities that require greater funding to operate. All activities are reviewed on an individual basis and the panel will analyse key data such as previous year's expenditure and the information submitted in the grant form. We also take into account much more detailed areas as outcomes of development planning. These meetings are held in order to gather information to enable us to make the best possible decisions.

### **Further Information**

All queries regarding Club or Society funding should in the first instance be made to the Clubs and Societies Manager.

### **Review and Update**

This policy was last updated in May 2016 and shall be reviewed by the end of March 2017. In exceptional circumstances it may be updated where necessary by the Clubs and Societies Manager for full approval by either Executive Committee or Trustee Board