



Student Opportunities Grant Allocation Policy

Scope

Undeb Bangor 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 Undeb Bangor Student Opportunities Groups is free Clubs and Societies is free. This policy shall cover the allocation of grant funding to ensure activities can happen.

Funding

Each year, Undeb Bangor 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 Student Opportunity Group 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 following discussions and approval from Undeb Bangor President
- May: Student Opportunities draft budget is prepared by Student Opportunities Manager with support from Finance Manager following discussion with relevant Officers



- June: Undeb Bangor Budget draft approved by Trustee Board.
- July/August: Student Opportunities Groups budget is finalised by Student Opportunities Manager and Finance Manager following discussion with relevant Officer
- September: Student Opportunities Budget approved as part of Undeb Bangor Budget final draft by Trustee Board
- October: Student Opportunities Groups Budget is communicated for approval at Students' Union General Meeting.
Student Opportunities Groups Grants are deposited into their respective accounts.
Full publication of Student Opportunities grant allocations is made available online
- February: Student Opportunities Groups 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 Student Opportunities Groups 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 Student Opportunities Group committee training, Club Captain and Society Chairs meetings, and at the Athletic Union General Meeting, Societies General Meeting and at the Student Volunteering Bangor General Meeting



Budget Lines

All major budget lines are determined by the Student Opportunities Manager, Finance Manager and the Students' Union Director. The Student Opportunities Grant fund is determined in line with this policy.

Grant Assessment

The grant assessment panel consists of the Student Opportunities Manager, Vice President for Sport, Vice President Societies and Volunteering and Finance Manager.

Allocation Criteria

Grant allocations fund core activity expenditure. This is described as essential costs without which the Student Opportunities Group couldn't operate, and which are for the benefit of the entire membership. No Student Opportunities Group 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 Student Opportunities Group funding should in the first instance be made to the Student Opportunities Manager.

Review and Update

This policy was last updated in July 2017 and shall be reviewed by the end of June 2018. In exceptional circumstances it may be updated where necessary by the Student Opportunities Manager for full approval by either Executive Committee or Trustee Board.