

Student Group Grant Allocations Regulations

Introduction

Durham Students' Union shall allocate funding each year for the purposes of supporting and developing registered Student Groups. All grant funding must be used for the benefit of the students must further the aims of the group and the charitable aims of Durham Students' Union. This includes organisations such as student groups, associations and media groups.

The 'One Pot' Approach

There are no specific categories this year, but rather a 'One Pot' approach. The Pot will be split between activities in term two (£12,000) and term three (£8,000) in order to be able to better support registered student groups throughout the entire academic year.

We may also consider applications for activities in term one on a case-by-case basis, which will be funded from the total allocation for term two.

Applying for a Grant

All groups affiliated with Durham Students' Union, and which have attended finance training (including newly-ratified groups & associations), are eligible to apply for up to a maximum of £500 across the academic year. If you have not attended the aforementioned training, please contact the Opportunities Team to find out what you need to do.

Student groups may apply for a maximum of £500 within the academic year, irrespective of how this is split between the terms. Multiple applications can be received from student groups throughout the year applying for amounts lower than this, but not exceeding £500 in total.

As long as there is still funding available, the Student Group Committee will consider all applications supplied by the appropriate deadline: Groups should fill out the grant application form and submit this no later than 5pm on the published deadline date before their event. The Committee aims to respond to your application within 14 days from the date of the deadline.

Grant Limitations

The Students' Union will not fund any food or drink unless it is the focus of the activity (e.g. a cultural food event or food festival).

Conference attendance for specific members of the group will only be funded if it can be demonstrated that attendance at such conferences would benefit the student group as a whole.

The Students' Union will only fund the cost of standard class travel and budget accommodation options. The Students' Union will have the final say on what is defined as 'budget' accommodation.

The following areas will also not be funded:

- Groups applying retrospectively for an event or activity which has already taken place
- Activities or events whose primary aim is fundraising for other charities
- Donations to charities, political parties or other similar activities

- Expenditure that only benefits an individual or a small number of individuals (e.g. personal equipment or apparel)
- Any self-funded event (including socials and balls) as such events should be ticketed to ensure all costs are fully covered

Allocation criteria

The following factors will be considered within a grant application:

1. How far the funding will advance the group's aims and the strategic objectives of the Union
2. The extent to which measures have been taken to seek other sources of funding (e.g. membership fees, sponsorship)
3. The measures taken to ensure value-for-money of membership
4. The number of members registered on the Durham Students' Union website and the number of students who will benefit from the funding
5. The size of the group's finance reserves
6. The student group's participation in the Union's governance and democracy attendance at society training sessions
7. The positive impact that the activity will have on group members and/or the wider community

Student groups must provide supporting budgets and provide evidence in the form of quotes/screenshots (or similar) to support grant applications.

Outcomes and Unspent Funds

The committee reserves the right to award all, part or none of the money which a student group has applied for, and may attach reasonable conditions to any funding.

The Union reserves the right to reclaim any money from a student group's account that is not used for its intended purpose or remains unspent by the end of the term in which the event was due to take place.

The Union reserves the right to request evidence of the impact of the funding for internal reports and promotional purposes.

Terms

In this regulation, the following definitions apply:

- "Term one" "Michaelmas term";
- "Term two" "Epiphany term";
- "Term three" "Easter term"