

Core/Grant Funding Allocation Policies for Clubs and Societies

1. The basis of the allocation of club and society funding is taken within the context of the Union's overall budget and is limited to the funding we have available each year. This means we cannot fund all requests and apply criteria to ensure transparency and fairness across all UCLU clubs and societies.
2. All funding allocations are based on funding up to a maximum of 40 students per club or society, above this number we cannot guarantee funding and expect levels of membership income and sponsorship to support club and society activity.
3. Part of the basis of the calculation for the allocation of funds to clubs/societies is the judgement as to what is a 'reasonable level of activity' against the clubs constitution and core objectives.

Criteria for determining level of activity:

- » Level of proposed activity and recent previous activity (as outlined in the report page - "Your Activity")
 - » Membership numbers and level of expected individual member contribution
 - » Relationship between constitution of club/society and application for funds
 - » Profile of activity within the Union/college and beyond
4. **Members' Contributions:** The level of expected member contribution is a minimum 30% of your total income i.e. if you are awarded a grant of £700, you would be expected to raise at least £300 in membership income, making your total income £1000. You will be notified by Finance Committee if you are required to raise your membership income (probably by raised membership fees), based on the amount of grant you are awarded.
 5. **Current and Planned Activity:** ensure that you demonstrate the type and range of activities your club/society has carried out this academic year and how often you carry out these activities. We also want to know if this activity is one of your core objectives outlined in your club/society constitution. Please also include any additional activity that you are planning for next academic year and note any activity that you do not plan to repeat/continue in the coming year.

6. Additional Grant: Is grant we keep back each year that can be applied for throughout the academic year by any club/society. Criteria will be applied to any applications for this funding and clubs will be limited on what they can apply for, as well as how many times they can apply.
7. Core Activity: any costs that do not clearly fall within a club/society's stated core aims (as stated in their constitution) may not be funded or may only be partially funded.
8. Sports Club Coaching is currently funded at a limit of 2 hours coaching per week x 20 weeks x £30/hr for 1st and 2nd team only. Additional coaching requirements should be funded from non-grant account or negotiated with the Sports Development Coordinator.
9. Sports Club Facilities are funded up to a maximum of 2 hours per week x 20 weeks x for 1st and 2nd team only. Again further funding may be available by negotiation with the Sports Development Coordinator.
10. Administration: £25 is the standard minimum grant awarded, including Welcome Fair publicity grant, but may not be awarded if the club has not requested it or did not spend it the preceding year.
11. External Speakers: A maximum of £100 is awarded to contribute towards the costs of each speaker to a maximum of 3 speakers per society per term and only if a core activity.
12. Website hosting: Grant funding is not provided to pay for hosting sites externally.
13. Conference attendance and delegate fees: is funded at a maximum of 50% of total costs, the remaining cost should be funded through the non-grant account or by the individuals attending.
14. Facility hire: is not grant funded for societies as college and union rooms are available to book for free. However, we realise this is increasingly difficult.
15. AV Hire: Any Audio Visual equipment you require for meetings should be budgeted for. Please note we will only fund this if it forms part of your core activity. Additional Activity using AV will not be funded by UCLU and you will be expected to fund this through your non-grant account. Please note UCLU pays UCL a fixed fee to cover all Club and Society AV use in their rooms each year.