

## Imperial College Union

### Student Group Funding Policy

#### 1 Responsibilities

- 1.1 The Finance, Audit, & Risk Subcommittee of Trustees approve and own this policy, approve the overall approach to allocation of grants to student groups, and set the provisional total level of grant funding, on behalf of the Board of Trustees.
- 1.2 The Board of Trustees approve the final level of grant funding through the annual budget.
- 1.3 The Finance, Audit, & Risk Subcommittee will periodically monitor the actual levels of grant allocated to specific student groups as well as the overall effectiveness of this policy.
- 1.4 The Director of Membership Services, with the Deputy President Finance & Services and Deputy President Clubs & Societies, is responsible for the operational implementation of this policy, including ensuring that it is accessible to staff and that appropriate training and guidance is available for those who is affects.
- 1.5 CSPB is responsible for the oversight of the annual budgeting process and for ensuring it complies with this policy.
- 1.6 All individuals involved in the process of allocating grants are responsible for ensuring that any potential conflicts of interest are declared and that they remove themselves for decisions where they, or a group of which they are an active member or leader, stand to benefit.

#### 2 Definitions

- 2.1 Student Groups – for the purposes of this policy, a Student Group is a group led by members of ICU, with its own membership that is recognised as having particular rights by ICU. In particular, any group that has access to apply for funding from ICU, utilises ICU administration for their activities or otherwise associates itself with ICU shall be considered a Student Group, unless deemed otherwise by the Board of Trustees or the Finance, Audit, & Risk Subcommittee.
- 2.2 Grant Funding – any funding allocated by ICU to a Student Group.
- 2.3 College Funding – any funding (in the form of a grant) received directly by a group from Imperial College (or a subsidiary or trust controlled by the College).
- 2.4 SGI (Self-Generated Income) – income generated by a student group other than Grant Funding or College Funding.
- 2.5 ADF (Activities Development Fund) – a designated fund held by ICU for the purposes of supporting student group activity. Any allocation of ADF to a group constitutes Group Funding.
- 2.6 CSPB (Clubs, Societies and Projects Board) – the democratic body as constituted by the Standing Orders of Union Council Appendix B.

#### 3 Annual Budgeting Process

- 3.1 The majority of Grant Funding is allocated to Student Groups via an annual budgeting process whereby groups plan their activity for the forthcoming year and request a grant to support this.
- 3.2 The total amount of Grant Funding will be approved by the Board of Trustees as part of the ICU budget.

- 3.3 A provisional total amount of Grant Funding may be suggested by the Managing Director in order to support the consideration of grant requests prior to the approval of the ICU budget.
- 3.4 The specific process and timeline for the Annual Budgeting Process will be approved by CSPB and ensure that:
- 3.4.1 The process is in line with this policy.
  - 3.4.2 All Student Groups have access to and are informed of the process.
  - 3.4.3 The process is published online and accessible to all members, and clearly states what grant can and cannot be requested for, and on what basis requests will be assessed.
  - 3.4.4 The process includes peer review, whereby each grant request is reviewed by an independent Student Group.
  - 3.4.5 The process does not allow for any particular group(s) to receive preferential treatment or exemption from process, unless otherwise allowed by this policy or with the approval of the Finance, Audit, & Risk Subcommittee.
  - 3.4.6 Student Groups have the ability to appeal their grant allocation on the basis of unfair treatment or administrative error. Appeals will be considered by the Deputy President Finance & Services, Deputy President Clubs & Societies and a delegate of the Director of Membership Services.
  - 3.4.7 It is clear that any allocation of funds remains provisional until the total amount of Grant Funding is approved by the Board of Trustees.
- 3.5 Provision grant levels may need to be scaled (reduced by a proportion) in order to fit within the total amount approved by the Board of Trustees. In this case, the magnitude of scaling shall apply equally to all groups, unless otherwise allowed by this policy or with the approval of the Finance, Audit, & Risk Subcommittee.

#### **4 Annual Budgeting Principles**

- 4.1 Grant Funding is given to subsidise core activities of Student Groups, as in line with the Aims & Objectives in the Student Group's Constitution.
- 4.2 Grant Funding should benefit the whole membership of the Student Group.
- 4.2.1 Funding for individual Student Group members is permitted so long as it benefits the club as a whole, and the member is a Full Member of ICU (for example, first aid training or coaching qualification).
- 4.3 Student Groups must meet the following criteria to access Grant Funding:
- 4.3.1 A minimum membership number of 20.
  - 4.3.2 A minimum membership fee (as set by CSPB), with the exception of Management Groups, Constituent Unions, and Departmental Societies.
  - 4.3.3 Sufficient justification for excessive reserves of SGI, annual income largely funded by College Funding, and/or annual income largely from Sponsorships or Donations.
- 4.4 Grant Funding cannot be provided for use in charitable donations.
- 4.5 Once allocated, Grant Funding must only be spent on the items and principles it was allocated for.
- 4.6 Additional principles can be proposed by CSPB, DPCS, DPFS, or Director of Membership Services, and approved by Finance, Audit, & Risk Subcommittee.

#### **5 Management Groups and Constituent Unions**

- 5.1 All clubs, societies and projects belong to a Management Group (MG) or Constituent Union (CU) (which operates as Management Groups for the purposes of Student Group Funding).
- 5.2 MGs and CUs are Student Groups for the purposes of this policy.
- 5.3 Management Groups and Constituent Unions do not belong to an MG or CU and therefore may not be able to follow precisely the same process as other Student Groups. Where this is the case, the process may be adjusted for these groups as long as adjustments comply with this policy.

## **6 Other Funding Allocations**

- 6.1 Any Grant Funding decisions made outside the annual budgeting process must follow a process that is:
  - 6.1.1 In line with the policy.
  - 6.1.2 Published is online and accessible to all members, and clearly states what grant can and cannot be requested for, and on what basis requests will be assessed.
  - 6.1.3 Accessible to all Student Groups on a fair basis.
  - 6.1.4 Approved by the Deputy President Finance & Services, Deputy President Clubs & Societies and the Director of Membership Services.
  - 6.1.5 Within a budget approved by the Board of Trustees.
- 6.2 Any allocation of funds from the ADF, or another designated fund, shall only be made within any budget or parameters agreed by Trustees (for example subject to particular limits or for a fund not to drop below a certain level).

## **7 Designation of Funds**

- 7.1 The decision to designate any funds must be made by the Board of Trustees, in accordance with the ICU Funds & Reserves Policy. This is not something that can be mandated by CSPB or any other body.