

Imperial College Union
Activities Development Fund

A paper by:

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1. Background

1. As part of changes made in 2013/14 to The Club Society & Project Board (CSPB) Annual Budgeting process a new source of funding was set aside for Clubs, Societies & Projects (CSPs) to use throughout the year.
2. This has been called the Activities Development Fund.
3. The aim of this paper is to describe how to use the fund and provide guidance to groups and individuals when writing and considering applications.

2. Purpose & Scope

1. The purpose of this fund is to provide a route for CSPs to cover the cost of new or growing activities throughout the year. This allows the current committee of a group to seek funding for new or growing events, teams, competitions and so on.
2. Where an event went through the correct channels of approval yet incurred a loss that could not have been realistically avoided the Committee may consider a funding request.
3. Changes in costs due changes in use of venues and facilities due to the space booking process taking place after the initial budgeting rounds can also be covered by this fund.

3. Source

1. The size of the fund will be set annually at the first CSPB budgeting meeting and the following should be taken into account:
 1. The demand and amount of funding awarded in previous years,
 2. The amount of funding distributed in the current year and any outstanding requests,
 3. Any external factors in the next academic year which may place additional demand on funding, or conversely may reduce the need,
 4. Any changes that have been made to the budgeting policies and the impact that may have on eligibility for receiving funding.

4. Criteria for use

1. The criteria for the fund is the same as the criteria used during annual budgeting in the previous academic year, when the size of the fund was decided.

2. There may be ring-fenced amounts for particular projects, initiatives and so forth.
3. All Clubs, Societies & Projects are eligible to apply to the fund.
4. The Committee will endeavour to ensure as many Clubs, Societies & Projects can benefit from the fund and that funding is not immediately exhausted.

5. Activities Development Committee

1. The fund is allocated by the Activities Development Committee, a sub-committee of CSPB which will meet throughout the year at least twice per term and as required.
 2. Where appropriate the chair of CSPB may decide to accept applications to the fund at regular meetings of CSPB.
3. The Committee will comprise of:
1. 5 members of Constituent Union (CU) or Management Group (MG) Committees, with at least 1 member from a CU and one from a MG and a limit of one member from each CU or MG.
 2. The Deputy President (Clubs & Societies)
 3. The Deputy President (Finance & Services)
4. The Chair shall be one of the Officer Trustees, chosen by the President.
5. Quorum will be 4 voting members.

6. Application process

1. A written application form must be completed and submitted to the Chair of the Committee and must contain the following information:
 1. Details of the CSP,
 2. A detailed description of why the money is required and how it will help achieve the groups Aims & Objectives,
 3. Details of other funding sources sought and used,
 4. A budget outlining all related Income and Expenditure.
2. It is the responsibility of the Chair to set deadlines for submissions to meetings of the Committee.