Imperial College Union
Clubs, Societies & Projects Board
CSP Annual Budgeting Principles

Part 1 Introduction

1 Purpose

(1) This document sets out the principles, agreed by Clubs, Societies & Projects Board (CSPB), by which Grant Funding shall be allocated to CSPs during Annual Budgeting.

2 Definitions

(1) **"ICU"** (or the "**Union"**) – Imperial College Union

(2) **"ICL"** (or the "**University"**) – Imperial College London (Imperial College of Science, Technology & Medicine)

(3) **"CSPs"** are defined as—

(a) All Clubs, Societies and Projects, as constituted by the *Clubs, Societies & Projects Policy*.
(b) All Management Groups as constituted in *Bye-Law A.*
(c) All Constituent Unions as constituted in *Bye-Law L*.

(4) **"Annual Budgeting"** is the process in which CSPs create a budget, and where Grant Funding is provided yearly to eligible CSPs.

(5) **"Grant Funding"** is funding allocated by ICU as part of the Annual Budgeting process.

(6) **"College Funding"** is any funding (in the form of a grant or donation) received directly by a CSP from the University, a subsidiary of the University, or trust controlled or administered by the University. For the avoidance of doubt, College Funding includes, but is not limited to, funding received from the Imperial College Trust, the Harlington Fund, Move Imperial, Blyth Centre, University departments, University faculties, and University management.

(7) **"Core Activity"** is all activities of a CSP which are accessible to and benefit a majority of the CSP's membership, in line with the CSP's aims and objectives, as interpreted by the Activities Manager(s) and Deputy President (Clubs & Societies).

(8) **"Non-core Activity"** is any other activity which a CSP carries out which is not defined under Core Activity.

(9) **"SGI"** (Self-generated Income) is income generated by a CSP other than Grant Funding or College Funding.

3 Responsibilities

(1) CSPB is responsible for setting the principles by which Grant Funding is allocated.

(2) The **"Annual Budgeting Committee"**, as constituted in the *Student Group Funding Policy*, is responsible for allocating Grant Funding in accordance with the principles set out in this document.

Part 2 General Principles

4 General Principles

(1) General principles, as defined in this Part (**Part 2 General Principles**) shall apply to all CSPs.

5 Core Activity

(1) Grant Funding will only be provided for Core Activity.

6 External Funding

(1) External funding shall not impact a CSP's eligibility for Grant Funding, except where providing Grant Funding will cause the CSP to generate a surplus in which case the Grant Funding shall be capped so as to prevent a surplus.

7 Reserves Justification

(1) Any CSP with SGI reserves exceeding two years' worth of total average expenditure (calculated as a 5-year average), or reserves in excess of £10k, shall be required to submit a reserves justification.

(a) Where a CSP does not have sufficient expenditure to calculate a 5-year average, their budgeted expenditure shall be used.

(b) The Annual Budgeting Committee reserves the right to require a reserves justification from any CSP.

(c) All CSPs who are required to submit a reserves justification will be contacted by the Annual Budgeting Committee to do so.

(2) Any CSP in debt shall be required to submit a reserves justification.

(a) Debt shall not impact a CSP's eligibility for Grant Funding, provided they have an approved debt management plan.

(3) Any CSP with a DMF shall be required to submit a reserves justification.

(a) DMFs shall not impact a CSP's eligibility for Grant Funding.

(4) A CSP which fails to submit a reserves justification may be deemed to be in breach of the *Student Group Funding Policy* and subject to a reduced Grant Funding allocation.

8 Equitability

(1) All Grant Funding shall be allocated equitably between CSPs with the same expenses.

(2) Any CSP with the same expense which has been deemed to be eligible for Grant Funding (in line with these principles) shall—

(a) Receive the same amount of funding, if the expense is fixed.

(b) Receive an amount of Grant Funding proportional to the number of students impacted by the Grant Funding, if the expense is variable.

9 Prioritisation

(1) In consideration of Section 8 (**Equitability**), Grant Funding allocations shall be prioritised, in order of priority, based upon—

(a) Need: Funding allocated based on a CSP needing the funds to run Core Activity.

(b) Reach: Funding allocated based on the number of Imperial students reached.

(c) Merit: Funding allocated based on it providing a unique aspect of the student experience.

(d) Context: Funding allocated based on the wider context of ICU's constitutional aims, and strategy.

10 Prohibitions

(1) Grant Funding will not be provided for—

(a) Any expenses prohibited by the *Student Group Funding Policy.*

(b) Fines.

(c) Costs charged by one CSP to another, except where doing so reduces the cost a CSP would be charged by an external supplier.

i. Where a CSP charges another CSP, in order to reduce the cost compared to an external supplier, the CSP charging must ensure that the cost charged is the lowest feasible to break even.

11 Large Equipment Expenditure & Capital Expenditure

(a) Grant Funding will not normally be allocated for equipment purchases which exceed £10,000 per year, or for capital expenditure projects.

12 Purchase of equipment and maintenance costs.

(1) Equipment is defined as any purchase—

(a) Where individual units normally last for at least 1 academic year, and

(b) Which is required for Core Activity.

(2) For the avoidance of doubt, equipment for Sports CSPs includes playing kit.

(3) Maintenance costs are defined as any purchase—

(a) Where costs required to keep equipment (as defined above) in functioning order, and

(b) Where costs are required for Core Activity.

(4) Purchase of equipment and funding of maintenance costs shall be eligible for Grant Funding on a rolling basis, with costs funded in equal amounts every academic year to maintain a status quo. (e.g. if playing kit requires fully replacing every 4 years, ¼ will be eligible for Grant Funding every academic year).

(5) Equipment which is eligible for Grant Funding shall be funded up to 50% of the total cost.

(6) Maintenance costs which are eligible for Grant Funding shall normally be funded up to 50% of the total cost.

(7) Where maintenance provides a more sustainable option to new equipment purchase, maintenance should be encouraged.

13 Purchase of consumables.

(1) Consumables are defined as—

(a) Items where individual units are expected to last for at most 1 academic year, and

(b) Items which are required for Core Activity.

(2) Consumables which are eligible for Grant Funding shall normally be funded up to 30% of the total cost.

(3) Consumables which are mandatory for participation in Core Activity (e.g. BUCS sports) shall be funded in line with equipment purchase (**paragraph 12**).

14 Storage of equipment.

(1) Storage of CSP equipment will not normally be eligible for any Grant Funding.

(2) Where only external, paid, storage is necessary to store equipment for Core Activity, the CSP will be eligible for Grant Funding of up to 40% of the cost of storage.

15 Transport (excluding personal vehicle or minibus) to Core Activity.

(1) Grant Funding for transport to Core Activity shall be funded up to 40% of the total cost.

(2) Eligibility for grant funding for transport to Core Activity shall be contingent on the CSP procuring the cheapest reasonable transport option, including the use of rail cards and group-save discounts.

(3) Grant Funding will not be provided for individual student transport.

16 Transport via personal vehicle or minibus

(1) Where transport via a personal vehicle or Union-provided minibus is required for Core Activity—

(a) Minibus/van hire shall be eligible for Grant Funding for up to 50% of the total cost.

(b) Fuel for minibuses/vans shall be eligible for Grant Funding for up to 50% of the total cost.

(c) Fuel for personal vehicles where no other alternative is available, shall be eligible for Grant Funding for up to 40% of the total cost.

17 Accommodation for Core Activity.

(1) Accommodation required for Core Activity, where strictly necessary, shall be eligible for Grant Funding for up to 40% of the total cost.

18 Subscriptions

(1) Subscriptions required for Core Activity, where strictly necessary, shall be eligible for Grant Funding for up to 40% of the total cost.

19 Training, Insurance & Affiliation

(1) Funding of specialist training courses, including but not limited to first aid, for current members of the CSP shall be eligible for Grant Funding for up to 50% of the total cost.

(a) Where funding is provided for individual members, or less than 10% of a CSP's total membership, justification regarding the impact on all members must be provided.

(b) Funding will only be provided for CSP members who are *Full Members* of the Union.

(2) CSP-specific training for leadership, coaching, or safety courses for Core Activity shall be eligible for Grant Funding for up to 70% of the total cost.

(3) Insurance and affiliations, without which Core Activity would not be possible, shall be eligible for Grant Funding of up to 100% of the total cost.

(a) This clause does not apply to **Sports Clubs (Category A).**

(b) Grant Funding will not be provided for insuring an CSP member or instructor.

(4) Competition entries for Core Activity shall be eligible for Grant Funding for up to 50% of the total cost.

20 Ground Hire

(1) Where possible a CSP should endeavour to use ICU/ICL facilities

(2) Where a MOVE Imperial facility is required for core activity, its use shall be funded in accordance with the below.

(a) Where Ethos/the Imperial Boat House is used, the CSP shall be eligible for Grant Funding for facilities for up to 40% of the total cost. The CSP shall not be eligible for travel to Ethos.

(b) Where Harlington is used, the CSP shall be eligible for Grant Funding for travel to Harlington for up to 40% of the total cost. The CSP shall not be eligible for ground hire fees.

(3) Where an external venue is required, detailed justification must be provided as to the benefit of an external venue over ICL-provided venues. If appropriate, the CSP shall be eligible for Grant Funding for facilities for up to 40% of the total cost. The CSP shall not be eligible for travel to the external venue.

Part 3 Specific Principles

21 Specific Principles

(1) Specific principles, as defined in this Part (**Part 3 Specific Principles**) shall apply only to the CSPs which fall into each Category as defined in **SCHEDULE 1**.

(2) Should a CSP not be categorised in **SCHEDULE 1**, the Annual Budgeting Committee shall request that CSPB make a determination as to which Category a CSP falls within.

22 Sports Groups & Exploration (Category A)

(1) Instructors and coaches (shortened to “coaches”).

(a) Coaches for Core Activity are eligible for Grant Funding.

(b) CSPs with—

i. Up to 2 teams shall be eligible for Grant Funding for 1 coach.

ii. Up to 4 teams shall be eligible for Grant Funding for up to 2 coaches.

iii. Over 4 teams shall be eligible for Grant Funding for up to 3 coaches.

(c) Where a CSP has more than one coach, only one coach may be a head coach.

(d) Coaches which are eligible for Grant Funding shall be eligible for funding for up to 60% of the total cost.

(e) Coaching hours which are eligible for Grant Funding shall be capped at a maximum of 6 hours per week, and a maximum of £40 per hour.

i. Justification must be provided as to the coaching hours and number of coaching weeks in an academic year.

(f) Coaching hours and rates must be approved by the Activities Team.

(2) Affiliations to national governing bodies.

(a) Club affiliations to national governing bodies which are mandatory for Core Activity will be eligible for Grant Funding up to 100% of the total cost.

(b) Team affiliations or entries which are mandatory for Core Activity will be funded up to 100%.

(c) Team entries shall be subject to approval by the Annual Budgeting Committee and Move Imperial.

(3) Match-day officials (e.g. referees, first-aiders or umpires).

(a) Match-day officials shall be eligible for Grant Funding where required for Core Activity.

(b) Grant Funding will only be provided for home fixtures.

(c) Grant Funding for match-day officials shall be funded up to 70% of the total cost.

23 Performance (Category B)

(1) Performance opportunities.

(a) Performance opportunities for Core Activity shall be eligible for Grant Funding dependent upon size and frequency.

(b) Ground hire for performance opportunities shall be eligible for Grant Funding of up to 40% the total cost, provided that the venue is a suitable size and cost for Core Activity, and sufficient justification is provided.

i. Where possible a CSP should endeavour to use ICU/ICL facilities.

(c) Equipment and rights required for performance opportunities, including potential costs for staffing, shall be eligible for Grant Funding of up to 60% of the total cost.

(d) Consumables for performance opportunities shall not be eligible for Grant Funding.

i. Consumables required for core activity outside of specific performance opportunities are eligible for grant funding in line with the general principles

(2) Hiring of instructors and performers.

(a) Hiring of instructors required for Core Activity shall be eligible for grant funding.

i. Professional conductors and instructors, where required for Core Activity, shall be eligible Grant Funding of up to 60% of the total cost, and a maximum of £40 per hour.

(b) Hiring of professional performers for Core Activity shall only be eligible for Grant Funding where members of the CSP cannot perform the role.

i. Soloists and other external performers shall be eligible for Grant Funding of up to 10% of the total cost, where justification as to why a student cannot perform is provided.

24 Academic-related, Culture & Community (Category C)

(1) Fostering community and belonging.

(a) Initiatives and events within a CSP which foster community and belonging shall be eligible for Grant Funding.

(b) Up to 30% of the cost shall be eligible for Grant Funding.

(2) Flagship event.

(a) One flagship event per year shall be eligible for Grant Funding.

(b) The flagship event expenses which are eligible for Grant Funding are—

i. Ground hire (including venue hire, staffing costs, and audio-visual support), up to 40% of the total cost.

ii. Consumables (e.g. lanyards or wristbands), up to 30% of the total cost.

(c) Grant Funding will not be provided for the purchase of hospitality, including any food and drink, except for cultural and faith purposes in line with the core aims & objectives of the CSP.

(d) Grant Funding will not be provided for speaker fees.

25 Constituent Unions and Departmental Societies (Category D)

(1) Fostering community and belonging within a department or faculty.

(a) A fixed allocation of Grant Funding shall be provided to each constituent union and departmental society for the purpose of fostering community and belonging.

(b) The allocation shall be proportional to the number of students within the CSP.

(2) Printing costs for CU magazine publications (e.g., Guildsheet, Broadsheet, Gazette) shall be eligible for Grant Funding of up to 30% of costs.

(3) Super-curricular academic events.

(a) Where a CSP's Core Activity includes super-curricular academic events, these shall be eligible for Grant Funding.

(b) Super-curricular academic events are defined as—

i. Hosting mock-examinations or teaching sessions.

ii. Hosting industry talks, careers fairs and networking events.

iii. Mentoring events with respective CU alumni.

(c) Grant Funding for super-curricular academic events shall be provided up to 30% of the total cost, where sufficient justification is provided.

Part 4 Usage, Interpretation and Approval

26 Usage

(1) These principles are intended to be used in conjunction with the *Student Group Funding Policy*, which sets out ICU's general approach to student group funding.

(2) These principles are to be followed by the Annual Budgeting Committee, as defined in the *Student Group Funding Policy*, with the Deputy President (Clubs & Societies) responsible for ensuring compliance with these principles.

(a) The Annual Budgeting Committee may allocate Grant, at their discretion, if a CSP provides justification for- the funding and the funding does not conflict with these principles.

27 Interpretation

(1) Where these principles may conflict with the *Student Group Funding Policy* the *Student Group Funding Policy* shall take absolute precedence.

28 Approval and Amendments

(1) These principles must be renewed and re-approved by CSPB every academic year, prior to the commencement of Annual Budgeting.

(2) Approval of the principles must be made by a 50% + 1 majority of CSPB.

(3) Amendments may be made to these principles after the commencement of Annual Budgeting, but strictly before any grant allocation by the Annual Budgeting Committee has been made.

(a) Amendments after the commencement of Annual Budgeting must be made by a 2/3 majority of CSPB.

SCHEDULE 1 – CSP Categorisations

29 Categories

(1) Sports (Category A) is comprised of—

(a) All CSPs within Sports Sector.

(b) All sports CSPs within ICSMSU.

(c) All sports CSPs within RSMU.

(d) All CSPs within Arts & Entertainments (Dance) Sector.

(e) All CSPs within Recreation (Exploration) Sector.

(2) Performance (Category B) is comprised of—

(a) All CSPs within Arts & Entertainments (Entertainment) Sector.

(b) All CSPs within Arts & Entertainments (Music) Sector.

(c) All CSPs within Arts & Entertainments (Media) Sector, except for Felix.

(d) All performance CSPs within ICSMSU.

(3) Academic-related, Culture & Community (Category C) is comprised of—

(a) All CSPs within Knowledge Sector.

(b) All CSPs within Culture Sector.

(c) All CSPs within Community Sector.

(d) All CSPS within ICSMSU, except sports and performance CSPs, and departmental societies.

(e) All CSPs within RSMU, RCSU, and CGCU, except departmental societies.

(4) Constituent Unions and Departmental Societies (Category D) is comprised of—

(a) Royal College of Science Union (RCSU)

(b) City and Guilds College Union (CGCU)

(c) Royal School of Mines Union (RSMU)

(d) Imperial College School of Medicine Students' Union (ICSMSU)

(e) Silwood Park Students' Union (SPSU)

(f) All departmental societies.

(g) The vintage vehicle motor clubs for CGCU, RCSU and RSM.