

**Imperial College Union
Activities Forum
Activities Development Fund Policy**

Approved: 22 January 2026
Review by: 22 January 2029

1 Introduction

- 1.1 The Activities Development Fund (“**ADF**”) provides funding to clubs and societies.
- 1.2 The Activities Forum owns and approves this policy on behalf of Union Council.
- 1.3 This policy sets out the purpose and scope of ADF, the application requirements and the award process.
- 1.4 Clubs and societies applying for ADF are bound by this policy, any published Union processes, and the Union’s constitution, Bye-Laws and policies.
- 1.5 The final interpretation of this policy is subject to the Union President.

2 Purpose & Scope

- 2.1 The purposes of the ADF are:
 - 2.1.1 Funding **new and developing activity**, defined as an activity that is growing or is new for the club or society, and which aligns with their core aims and objectives.
 - 2.1.2 Funding **unbudgeted success**, defined as an increase in costs due to an unforeseen success in a club or society.
 - 2.1.3 Providing seed funding to new clubs and societies upon the approval of their initial idea by the New Activities Committee.

3 Source

- 3.1 The size of the fund will be set annually by Finance, Audit and Risk (“**FAR**”) committee, in line with Student Group Funding Policy and any other relevant Union policy.
- 3.2 The fund will normally be comprised of:
 - 3.2.1 Unused grant funding from the previous academic year.
 - 3.2.2 Unused ADF funding.
 - 3.2.3 Other sources, at the discretion of FAR.
- 3.3 A designation request shall be taken to FAR by the Deputy President (Activities) (“**DPA**”) at the start of the academic year, to request ADF funding for the academic year.
- 3.4 The maximum amount that may be designated to ADF in a given academic year shall be £100,000.

4 Applications

- 4.1 All clubs and societies are eligible to apply to the fund.
 - 4.1.1 Activities Forum may, at its discretion, allocate funding to groups other than clubs and societies.
- 4.2 Applications must be submitted to the Activities Team via a published processes, before any published deadlines.
- 4.3 The Activities Team will publish all deadlines for ADF applications at the start of each academic year.
- 4.4 There will normally be a minimum of 4 and maximum of 6 rounds of ADF applications.
 - 4.4.1 Exceptions may be made by the DPA.
- 4.5 Applications must contain:

- 4.5.1 Details of the club or society.
- 4.5.2 The total amount requested.
- 4.5.3 An itemised breakdown of the request.
- 4.5.4 A detailed description of why the money is required and how it will help achieve the club or society's aims and objectives.
- 4.5.5 Details of any other funding sources sought and/or used.
- 4.5.6 Any other details requested by the Activities Team or DPA.

5 Award Process

- 5.1 Awards of ADF funding, with the exception of seed funding for new activities, shall be allocated by the ADF Committee, a sub-committee of the Activities Forum.
- 5.2 A fixed seed funding amount of £100 shall be awarded to each new club or society upon the approval of their initial idea, without explicit approval by the ADF Committee.
- 5.3 The ADF Committee shall normally be comprised of:
 - 5.3.1 The DPA.
 - 5.3.2 Between 4 and 6 student members, from Activities Forum.
 - i. No more than 1 student member may come from any single Management Group or Constituent Union.
 - 5.3.3 A non-voting delegate from the Activities Team, to act as its secretary.
- 5.4 The DPA, or their chosen representative, shall Chair the ADF Committee.
- 5.5 It is the responsibility of the Chair to set deadlines for:
 - 5.5.1 Submissions to the fund.
 - 5.5.2 ADF Committee meetings and decisions.
 - 5.5.3 Outcomes to be communicated to clubs and societies.
- 5.6 The ADF Committee will award funding in accordance with the principles outlined in section 6 (*Award Criteria*).
- 5.7 A successful outcome may be to either fully or partially fund the request. No more than the requested amount may be awarded.
- 5.8 Successful outcomes shall be communicated to CSPs no later than 4 weeks after the submission deadline.

6 Award Criteria

- 6.1 Successful applications must demonstrate that funding is for either:
 - 6.1.1 A new or developing activity.
 - 6.1.2 An unbudgeted success.
 - i. as defined in Section 2 (Purpose & Scope).
- 6.2 As funding is limited, the ADF Committee will prioritise funding based upon (in order of precedence):
 - 6.2.1 Need: funding allocated based on a club or society needing the funds to run core activity.
 - 6.2.2 Reach: funding allocated based on the number of Full Members of the Union reached.
 - 6.2.3 Priority: funding allocated based on the activity being particularly important as part of the core activity of the club or society.
 - 6.2.4 Merit: funding allocated based on it providing a unique aspect of the student experience.
 - 6.2.5 Context: in the context of the total amount of funding available, and any previous funding requests, is this the most effective use of the money?
 - 6.2.6 Effort: funding allocated based on the time and effort put into the application.

- 6.3 Funding will not be awarded for:
- 6.3.1 Food or drink, unless it constitutes as core activity.
 - i. Alcohol shall never be funded.
 - 6.3.2 Trips and tours.
 - 6.3.3 Funding for overseas volunteering/project groups.
 - 6.3.4 Air travel.
 - 6.3.5 To donate to charity, or for events where the proceeds are given to charity.
 - 6.3.6 Non-core clothing, merchandise, or leisurewear.
 - 6.3.7 Prizes or gifts.
 - 6.3.8 Replacement of equipment due to normal wear and tear.
 - 6.3.9 Replacement of consumables (e.g. balls, shuttlecocks, etc.).
 - 6.3.10 Any goods that will be re-sold for a profit.

7 Successful Applications

- 7.1 Successful applicants must use the funding allocated within the same academic year in which it was allocated.
- 7.1.1 Exceptions may be granted by the DPA.

8 Appeals and Breach of Policy

- 8.1 There is no appeals process for rejected ADF applications.
- 8.2 Unsuccessful applicants may re-apply in future rounds.
- 8.3 Any breach of this policy by clubs or societies, including their committee and members, may be dealt with in accordance with the CSP Behaviour Framework.
- 8.4 Complaints regarding this policy, its interpretation or its execution, may be directed to the Union's Complaints Officer.