Imperial College Union
Activities Development Fund Policy

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.

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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.

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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.

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.

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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

6.3.3 Trips and tours.

6.3.4 Funding for overseas volunteering/project groups.

6.3.5 Air travel.

6.3.6 To donate to charity, or for events where the proceeds are given to charity.

6.3.7 Non-core clothing, merchandise, or leisurewear.

6.3.8 Prizes or gifts.

6.3.9 Replacement of equipment due to normal wear and tear.

6.3.10 Replacement of consumables (e.g. balls, shuttlecocks, etc.).

6.3.11 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.

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