

Board of Trustees One-Page Summary

AGENDA ITEM NO.	15
TITLE	Club, Society & Project Budgeting Policy
AUTHOR	Anthony Crowther (Student Activities Manager), Kieron Creagh, Deputy President (Finance & Services) and Yas Edwards, Deputy President (Clubs & Societies)
EXECUTIVE SUMMARY	<p>This policy replaces the Union's existing budgeting procedure for Clubs, Societies & Projects, used to distribute the £300,000+ set aside for their activities.</p> <p>The Union should ensure this is distributed in a fair way, and is written down and accessible to all students in accordance with the Education Act of 1994 (Section 22 (2) (i)).</p> <p>Differences between this and the previous procedure tackle problems which were confirmed after gaining student feedback.</p>
PURPOSE	<p>The main problem was that the previous budgeting process left many groups unhappy. It started with a total amount being requested which was then cut down, this set a negative tone and resulted in some feeling the process was unfair. We tackled these issues with the following changes:</p> <ul style="list-style-type: none"> • This policy introduces more meetings as previously one lasted for too long and also had implications on the amounts groups were awarded due to when cuts to budgets were suggested. • An amount of money is set aside at the start of the budgeting process to go into a development fund which can be applied to all year round for new initiatives, unforeseen opportunities and growing clubs. • This new policy puts a process in place where we have specific criteria on which we can judge financial requests. • The policy considers the amount of SGI a club has and how many students will benefit from funding. • The new policy makes it easier for all clubs to receive funding for at least some core activities and provides further opportunities to secure more funding.
RISK IMPLICATIONS	<p>There is a risk that a group does not fully understand the new process and a club may lose out during budgeting. To prevent this an updated Budgeting Manual has been produced and there will be constant checks by the DPFS & DPCS throughout the process. If not managed effectively there is a risk funding may not be appropriately split between allocation periods, this will need to be looked at in detail, funding limits will be set to ensure this isn't the case.</p>
FINANCIAL IMPLICATIONS	<p>The introduction of the Activities Development Fund will mean funds will be distributed year round and this may need to be considered in the membership services budget.</p>

LEGAL REVIEW REQUIRED?	No
DECISION/ACTION REQUIRED	No

Process and timescales:

CSP budget submissions – December – January

CSP budget submissions will no longer ask them to rate expenditure based on necessity. Instead expenditure will be rated with three categories:

- A. Core expenditure to be considered in Round 2.
- B. Extra expenditure to be considered in Round 3
- C. Costs which the CSP is not requesting funding towards.

Management Groups and Constituent Unions will review categories and ensure that the expenditure is in line with a CSP's core aims and objectives. They will re-categorise expenditure as they see fit, and help ensure the submissions are realistic.

Round 1 – CSPB Budgeting Meeting 1 – January

CSPs will have completed budget submissions and so total demand and its breakdown for the next academic year will be available.

CSPB will decide on contingency and funding percentages for some core expenditure in this round.

Round 2 - CSPB Budgeting Meeting 1 – February

CSPB to make decisions on Category A expenditure.

Round 3 – CSPB Budgeting Meeting 3 – March

CSPB to make decisions on Category B expenditure.

Round 4 – Continuous throughout the year (August – July)

Decisions to be made by Activities Development Committee based on an application process.

Decision making at each stage:

Round 1 (First CSPB Meeting in January)

A contingency amount will be awarded to CSPB to be applied to throughout the year and distributed according to the criteria laid out in the CSP contingency policy. In deciding upon a contingency amount, CSPB should take the following into account:

- The amount of contingency awarded in previous years, including the amount distributed so far in the current academic year as well as any outstanding requests.
- Any external factors in the next academic year which may place additional demand on contingency funding, or conversely may reduce the need.
- Any changes that have been made to the contingency policy and the impact that may have on eligibility for receiving contingency funding.

CSPB will also make a decision on the amount of funding to allocate to the Activities Development Committee, a subcommittee of CSPB (see Round 4), which will be distributed to clubs throughout the year.

In this round money may also be ring-fenced for providing funding for club activities in collaborative initiatives such as Give It A Go, Artsfest, Student Volunteering Week and similar projects, which will be allocated in Round 4 by the Activities Development Committee. Similarly funding for New Clubs Committee and New Projects Committee will be decided in this round.

In deciding upon an amount for the Activities Development Committee, CSPB should take the following into account:

- The amount of funding the Committee awarded in previous years, including the amount distributed so far in the current academic year as well as any outstanding requests.
- Any external factors in the next academic year which may place additional demand on funding, or conversely may reduce the need.
- Any changes that have been made to the budgeting policies and the impact that may have on eligibility for receiving funding.

Percentages will be agreed for Round 2 for a minimum funding level to be provided for:

- Travel costs to fixtures, training sessions, and sites of regular activity.
- Cost of facilities hire for fixtures, training, and regular activity.
- Cost of coaching and tuition fees.

If a CSP has requested less than the minimum percentage level than they will get the amount they requested rather than the higher figure. At this stage CSPB may also choose to set an absolute maximum subsidy level for subsequent rounds.

Round 2 (CSPB Budgeting pre-meeting)

Core costs will be agreed to be funded based on pre-agreed criteria. Only costs which are deemed core to the club's aims and objectives shall be funded in this round. ACC Football would be eligible for funding for pitch hire as this is core to their fulfilment of their aims and objectives, whereas an OSC club would not receive funding for pitch hire as providing sporting opportunities for their members is not their core purpose.

Grant can be awarded for:

- X % of travel costs to fixtures, training sessions, and sites of regular activity.
- X % of cost of facilities hire for fixtures, training, and regular activity. This could include a range of expenditure such as pitch hire and concert venue prices. Prices subsidised will be at College Facility Hire rates or below. Where no equivalent College space exists or use of College is impossible higher costs can be considered. Otherwise higher costs due to having to use external venues should usually be submitted as part of Round 3.
- X% of cost of coaching and tuition fees.
- Competition entry fees for sporting and non-sporting activities (BUCS, LUSL, tournaments etc.

- Maintenance and upkeep of inventory items, including the replenishment of consumable items and the replacement of equipment due to natural wear and tear (replacement of parts of musical equipment, tools for maintaining equipment, replenishment of sporting items such as tennis balls etc).
- Mandatory training course fees.
- Extra insurance requirements.
- Affiliation fees to third party organisations (for CSP, not individual members).
- Licenses and performance rights.

Where it is felt that any requests are unreasonable, grounds will be given based on the funding criteria list and the requests will be deferred to Round 3. Amounts may also be adjusted or rejected in their entirety at this stage where there is agreement. Automatic funding in this round is therefore not guaranteed and contested items will be deferred to Round 3. As in Round 1 it may be felt that due to a limited amount of resource individual club subsidy levels should be capped at an absolute amount should this not already have been done. Additionally it may be felt that money that has been granted to the Activities Development Committee for specific projects may be suitable for funding some expenditure, and these requests should be resubmitted as part of Round 4.

Round 3

This is the opportunity for CSP's to "top-up" their funding after the decisions made in the previous round, and allows for any discrepancies in funding to be addressed, through looking at individual circumstances.

- Non-mandatory training and conference attendance fees.
- Requests for extra funding on top of that already received in Round 2 for:
 - Travel costs to fixtures, training sessions, and sites of regular activity.
 - Cost of facilities hire for fixtures, training, and regular activity (specifically where more expensive non-College facilities are required to be used).
 - Cost of coaching and tuition fees.
- Facility hire costs for events such as lecture theatres, performance venues, and other event spaces.
- New equipment which falls outside the scope of the Harlington Trust.
- Associated core event costs such as technical support, equipment hire, licenses, and travel expenses.

Round 4

The Activities Development Committee will operate throughout the course of the academic year and will use the same criteria as in the preceding funding rounds for allocating funding. Its budget will have been decided in Round 1 of the budgeting process, some of which may have been ring-fenced for particular projects and initiatives. The Activities Development Committee itself may choose to set aside a portion of the funding during the course of the academic year in the same manner as in Round 1 for any new projects.

There will be a written method of application to access funding from the Committee.

The Committee may additionally consider applications for funding to cover events that have made a loss, where the event went through the correct channels of approval, and the loss could not have been avoided. Changes in costs due changes in use of venues and facilities due to the space booking process taking place after the initial budgeting rounds will also be considered by this Committee.

The Committee will comprise of:

- 5 members of Constituent Union or Management Group Committees, with at least 1 representative of a Constituent Union and 1 representative of a Management Group. There shall be a limit of one member from each Constituent Union or Management Group.
- Deputy President (Clubs & Societies) (Chair)
- Deputy President (Finance & Services)

Items which are ineligible to receive funding:

- Tours, as defined by the Tours Policy.
- Direct donations to external charities.
- Individual events and activities which aim to raise money for charity.
- Events and activities where the primary purpose is for social reasons and falls outside of the core aims of the CSP. This would usually include dinners, balls, bar and club nights.
- Costs of food and drink where the event or activity falls outside of the core aims of the CSP.
- Large equipment item purchases which would eligible to apply to the Harlington Trust.
- Affiliation fees for individuals where there is no benefit to the wider membership of the CSP.
- Activities which do not comply with the aims and objectives of the CSP.
- Activities which are contrary to Union policies or legal requirements.

Printing will not be considered as a core cost for a CSP and will usually not be funded. It may however be considered under discretionary circumstances.

Funding criteria list:

Factors that will be taken into consideration in awarding funding:

- SGI: How much SGI a CSP has will be considered, and whether this SGI has been allocated for investment in club activities. Where a club has a large amount of SGI and no plan for how they will spend it, they may be ineligible to receive grant or receive a reduced amount. Turnover of the CSP will be taken into account here. Efforts to raise their own source of funding will be looked on favourably.
- Amount of money to distribute: There is a limited amount of funding that can be distributed. Funding requests may be deemed to be too large to fund given other competing requests and to ensure funding is distributed fairly.
- Improvement in activities: Whether a CSP has increased its levels of activity and this has had an impact on costs due to a greater level of participation.
- Economies of scale and efficiency: Whether these can be achieved will be assessed, and the sharing of resources between CSP's will be encouraged where possible. It is also recognised that lower membership may result in higher costs on a per member basis.

- Sporting leagues: The accompanying increases in costs for promotions and demotions in leagues and competitions will be taken into account, looking at facility usage and location of matches, however funding will not be awarded as a reward for promotion.
- Aims & Objectives: how far does the activity meet the aims and objectives of the CSP?
- Justification of the expenditure: Poor quality applications and requests may be rejected due to a lack of substantiation or lack of transparency in figures.
- Number of students benefitting: The students who benefit do not all have to be members of the CSP, but only Imperial students should be taken into account. Direct and indirect benefits will both be considered.
- Level of subsidy and remaining cost of participation: How much impact the funding will have on subsidising the activity and whether this will have a positive effect on access to the activity.
- New activities: It is recognised that CSPs will innovate and we should encourage innovation. Funding decisions with new activities will usually have less information to base the decision upon but as far as possible a lack of previous budgets to base decisions upon should not be a major factor in the awarding of funding.
- Loss of external income streams: Income such as sponsorship or ticket sales can be variable on an annual basis and sometimes out of the control of the CSP. As a result funding should be awarded in exceptional cases where externally generated income has failed to be generated. This should not be awarded where income has failed to be secured due to negligence or circumstances under the control of the CSP Committee.