

**Imperial College Union  
Finance, Audit & Risk Subcommittee / 17 November 2021**

**CSP Grant Allocation Timeline**

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Purpose: To detail the proposed timeline for the CSP grant allocation for consideration by Finance and Risk.

**1. Context**

The overall level of CSP grant allocation is approved by the Board of Trustees as part of the annual budgeting process. To break down this overall amount, clubs, societies and projects go through a granular annual budgeting process each year, overseen by the Clubs, Societies and Projects Board in order to allocate grant funding to specific groups. This allocation is considered a request until approved by the Board of Trustees and is open to modification (generally scaling).

The precise process we use this academic year will be decided at CSPB, however significant changes are unlikely.

**2. Expected Timeline**

There are several stages to the construction of these individual allocations and every budget is thoroughly reviewed by both people who know the club and those who don't. Below is the anticipated timetable for the upcoming CSP budgeting round.

8 <sup>th</sup> January	Budgeting Opens for CSPs
4 <sup>th</sup> February	Budgeting Closes for CSPs
8 <sup>th</sup> February	MG1 Round Opens
25 <sup>th</sup> February	MG1 Round Closes
1 <sup>st</sup> March	MG2 Round Opens
18 <sup>th</sup> March	MG2 Round Closes
19 <sup>th</sup> – 30 <sup>th</sup> March	Resolutions Period

31 <sup>st</sup> March	Final Resolutions decided. (Resolutions Meeting)
End of April	F&R Paper with Budget Request for CSP grant including appeals amount & ring fenced amounts.
10 <sup>th</sup> May	F&R reviews requested amount and agrees allocation in line with overall budget
20 <sup>th</sup> May	Review and Scaling with Staff and Officers
27 <sup>th</sup> May	Communicate Outcomes to Clubs
June	Appeals Process

For clarity, I am giving a short description of what each stage involves below:

- **CSP budgeting** Student Groups create overall budgets for all events they intend to run in the next academic year, whether they are requesting grant for it or not. They detail the exact amount of this they hope to be funded by grant
- **MG1 (Management Groups, round 1)** The budgets are reviewed by the management group (or Constituent Union) of the club. They will check both if the overall expenditure is reasonable and if the grant requested is appropriate and in line with the budgeting policy.
- **MG2 (Management Groups, round 2)** The budgets are reviewed by another management group (or Constituent Union). This ensures that any potential bias is balanced out. They will look for the same things as MG1.
- **Resolutions** Where MG1 and MG2 disagree about a particular line, it goes to resolutions. This is where the DPCS and DPFS work with the management groups in question to solve the disagreement. The resolutions period is when they are decided, and anything contentious is discussed at the resolutions meeting.

Specific, overall, request decisions will be made at CSPB meetings throughout this timeline, for example ring fencing a certain amount of money for appeals.