

Imperial College Union
Finance, Audit & Risk Sub-Committee / 22 June 2022

CSP Provisional Grant Allocations

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- Purpose: To note the procedure utilised to provisionally allocate non-sport club grant allocation
To note the procedure to allocate sports club grant
To approve the provisional individual non-sport club grant allocations and total sport club grant allocation
- Decision(s): To note / approve

1. Context

At the beginning of the AY 2021-22 Finance, Audit & Risk approved the preliminary approach and process to be used for the CSP grant allocation for the AY 2022-23.

2. Non-Sport Club Grant Allocation Procedure

We utilise a rigorous process for allocating grant to our CSPs. This can be seen below with times of when they occurred.

- i. Clubs, Societies & Projects Board (CSPB) reviews and approves the Annual Budgeting Policy for the budgeting process, which includes: the timeframe for the budgeting process; what budgeting lines are grant eligible and those that are ineligible; estimated costs for the minibus charges; sports clubs allocation under the new Imperial Athletes funding model; and, ring-fencing procedures for certain budgets (i.e. Constituent Unions, Vintage Vehicle societies). The Policy is attached to this document as Appendix One.
- ii. A club submits an overall budget, broken down by events with grant requested for specific lines – Opened: 8th Jan 2022; Closed 4th Feb 2022
- iii. The budget and grant request is reviewed by the Management Group/Constituent Union Chair, Treasurer or Vice-Chair, who make changes to bring the budget in line with the Annual Budgeting Policy – Opened: 8th Feb 2022; Closed 25th Feb 2022
- iv. A different Management Group/Constituent Union is assigned to review the budget, and makes their own suggestions, where they feel the allocation is either too low, too high, or not grant eligible -
- v. DPCS/DPFS review any disagreements between the initial review and the second review, and with the assistance of the members of CSPB, make a final recommendation.
- vi. Recommendations are presented to the Finance, Audit & Risk Subcommittee for approval

Scaling was applied based partially on the year on year change between grant allocations. If a group had received more than a 150% increase in allocation, their year on year percentage was reduced by 25 percentage points. After this was done, scaling was applied equally to all groups to reduce the allocation to the required value.

After this meeting the below process will occur:

- i. CSPs are notified of their provisional allocations

- ii. Final allocations are approved by Board of Trustees at 13th July meeting inline with Union Budget approval
- iii. Final allocations are distributed to CSPs

3. Sport Club Future Process

Due to uncertainty about the structure of Imperial Athletes, it wasn't possible to complete Sport budgeting in the same timeline. However, there is now an agreed structure, and so we can proceed, using a process closely aligned to the one described in section 2. Sports Clubs submitted their budgets in the same timeline as CSPs, detailed above. Their management groups will be reviewing them in the week of the 20th June, along with the DPCS reviewing them simultaneously – this will partially function as management group 2.

In Appendix Two, sports clubs have been represented as a single "Imperial Athletes" line. This will be the maximum amount that is allocated to sports groups, and if the total comes out to be higher than those allocations will be scaled down using the same methodology as for the rest of the groups.

Once allocations have been made, they will be circulated to the rest of CSPB to ensure they have a chance to review and question them before it is confirmed. This will function as the resolutions meeting, as we will not be able to have an in person meeting.

4. Provisional Allocation Figures

We ask Finance, Audit & Risk to approve the provisional allocation of £425,000 to CSPs.