

Student Opportunities Grant Allocation Policy

1. Scope

This policy shall cover the allocation of grant funding from Undeb Bangor to Undeb Bangor affiliated Clubs Societies and Volunteering projects, hereby referred to as Undeb Bangor Groups. Grant funding is allocated to aid in the running of Undeb Bangor Groups, but should not be determined to be the only source of funding groups need.

The principles of the grant allocation process is that it is transparent, fair, robust and accountable.

2. Grant Allocation Process

2.1. Funding

- Undeb Bangor allocates grant funding to Undeb Bangor groups each academic year from its overall budget. Grants are only available between September and May.
- The total grant funding allocation available across all Undeb Bangor Groups is approved by the Trustee Board.
- Undeb Bangor accounts are made available for members to view.

2.2. Decision making process

- Grant allocations are usually based upon:
 - Grant applications received from Undeb Bangor Groups through the official form.
 - Development activities outlined by the group.
 - Previous grant allocations.
 - Previous year's spending.
 - Funding needed for activity and equipment.
 - Activity proposed by groups.
 - Discussions from group development meetings.
 - Consideration of the need for groups to also self-raise funds.
 - Amount of funds in fund raising accounts.
 - Amount of other centralised funding already received from the Students' Union to the group (e.g. BUCS funding, travel funding. This is not exhaustive.)
 - Membership numbers.
 - Sustainability of the group long term.
 - Strategic priorities.
 - Other reasonable information.
- Grant allocations for clubs and societies are decided upon by a panel consisting of:
 - The Student Opportunities Lead
 - The Clubs and Societies Coordinator
 - The VP Student Communities
- Grant allocations for volunteering projects are decided upon by a panel consisting of:
 - The Student Opportunities Lead
 - The Volunteering and Community Coordinator

- The VP Student Communities
- Grant allocations for UMCB groups are decided upon by a panel consisting of:
 - The Student Opportunities Lead
 - The Clubs and Societies Coordinator
 - The Llywydd UMCB
- Undeb Bangor Groups are not guaranteed an allocation of grant funding. Undeb Bangor reserve the right to allocate £0, particularly if a grant form is not received.

3. Grant Spending Criteria

- Grant allocations fund core activity expenditure. This is described as essential costs to allow the group to operate, fulfil its purpose, and which are for the benefit of the entire membership.
- Grant allocations are made on the basis that they further the purposes of BUSU and that funding is used by the recipients for the purposes for which it was given.

4. Timeline

The general timeline for grant allocation is as follows:

- April/May:
 - Invitation to apply for grant funding is released to Undeb Bangor affiliated Groups
 - Development meetings are scheduled.
 - Drop in sessions are available and offered.
- May:
 - Deadline for Grant applications.
 - Development meetings and drop ins are held.
- June:
 - Undeb Bangor Budget is drafted - to include funds available for grant allocations – by the Finance & Operations Manager and Students' Union Director, in conjunction with budget holders and Officer Team and in line with the Undeb Bangor Financial Procedures.
 - The Undeb Bangor Trustee Board approves the budget.
- September/October:
 - Undeb Bangor Groups grants are deposited into their respective accounts.

5. Withholding of grant funding

Undeb Bangor reserves the right to withhold the deposit of grant funding to groups in cases such as the following:

- The minimum committee requirements have not been met.
- There are health and safety concerns in relation to the group.
- The group are not following Undeb Bangor policies and procedures.
- The group do not meet minimum membership numbers to be an affiliated group (usually a minimum of 10).
- Committee members of the group have not paid relevant Clubs and/or Society pass fees.
- Members of the group have not paid relevant Clubs and/or Society pass fees.
- Some other reasonable reason.

- This list is not exhaustive.

Grant funding will only be released once any issues have been resolved.

6. Unused Grants

In line with the Undeb Bangor Financial Procedures, Unused grants will not be carried forward to the next financial year. All grant allocations must be utilised by 30 June each year.

7. Overdrawn Grant accounts

It is not permitted for Grant accounts to operate with an adverse balance.

In line with the Undeb Bangor Financial Procedures, If the Grant account is overdrawn at the end of a financial year, fundraising account money may be used to subsidise. A Sports Club or Society may also make a request for this debt to be written off. This will be considered by the Membership Development Manager, Finance & Operations Manager, and relevant Elected Officer for approval. This must be financed from funds within the current budget. Any funds to write off that would need to be taken from outside

8. New group requests for Grant funding

Grant funding for new groups which have been successfully ratified as Undeb Bangor Affiliated groups will be decided following the same principles as that outlined in 2.2 "Decision making process".

The availability of grant funding for new groups is likely to be lower initially, and may be £0, until groups can show that they are sustainable.