



St Mary's
University
**Students'
Union**

Societies Grant Allocation Policy

Introduction

St Mary's Students' Union (SMSU) is committed to the development of the student experience by providing and supporting a diverse range of society activity on campus. Each society has access to financial, administrative and developmental support from SMSU which assists them in enhancing the prosperity of the activity.

Whilst recognising societies may provide a varying range of activities, thereby incurring a variety of associated expenses (including costs for equipment, travel, etc), it is important that SMSU has a fair allocation policy for all societies. It is also important that SMSU affiliated societies understand their role in raising the funds required to enable participation in their selected activity.

This policy outlines the SMSU procedure for allocating grants to societies and the responsibilities of groups and individual members in maintaining these accounts effectively. The policy is governed by the Finance, Audit and Risk Sub-Committee (Trustee Board).

1. Allocation of SMSU grant

1.1 It is important for all society committees to understand that SMSU **will not and cannot fund all of the groups' activities via the SMSU grant**. Each society is required to manage their own funds and to ensure that they are able to support their activity.

1.2 SMSU will only provide grant funding to societies which have completed the affiliation process and have a minimum of 4, fully paid members (excluding the society's committee).

1.3 After meeting the criteria detailed in clause 1.2, each society will be able to apply for grant funding to support their activities through the provision of an itemised budget and information surrounding how the proposed spend will benefit their members.

1.4 Societies can apply for a grant up to £1,000. Approval of any grant applications that exceed £750 is the responsibility of the Chief Executive Officer.

2. Memberships

2.1 It is the responsibility of the society to set its own membership fee in relation to the requirements of the activity (i.e. travel, equipment costs). The minimum membership per member per year is set at £1.

2.2 It is the responsibility of the society committees to ensure that all memberships are paid in the first six weeks of the academic year (unless ratified after this date). If memberships

are not paid before the deadline, then SMSU grant funding will not be awarded (see clause 2 for details).

2.3 If membership fees are not paid by members, SMSU will take measures such as not permitting a society activity to go ahead.

2.4 All members must understand that membership fees are essential in order to cover the basic costs for societies.

2.5 All society membership fees are subject to VAT (currently at a rate of 20%).

3. Penalties for mismanagement of accounts

3.1 It is the responsibility of each society to ensure that their account does not fall into deficit. Any society that falls into deficit for any reason will have a period of six weeks to fundraise for the society to remove the deficit. After this point, if the society has not achieved a surplus, it shall have its account frozen, and activity suspended until the following academic year. The committee of the society in question can, at any time, liaise with SMSU to prevent any deficit situation.

4. Surplus accounts

4.1 Any funds remaining within societies accounts will be carried forward into the following academic year.

5. Reimbursement and payment

5.1 SMSU will reimburse students participating societies activities for:

- a) Travel costs (provided that membership is fully paid)
- b) Expenses previously agreed by the SMSU Finance team and Student Opportunities Coordinator

5.2 SMSU will only pay for resources that have been agreed by SMSU and where the full purchase order procedure has been completed. SMSU will not pay for any resources that have not been authorised, or that the society does not have the funds to pay for.

5.3 SMSU will not permit society funds to pay for:

- a) 'Tour' or unofficial SMSU trips
- b) Alcohol and 'social' equipment

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