

# Societies - Special Request Fund

## The Societies Executive Committee Notes:

1. There are currently 90
2. Some of these societies only secure basic administration funding
3. The Societies combined Executive Committee has a special request fund from which it awards money to **societies each year, to those who make bids for the money.**
4. In the past the money has been allocated for a large number of different projects including funding of equipment and extra projects.

## Special Request Fund Process:

1. The Special Request fund will act as a source of funding for societies for activities above and beyond their usual activity.
2. Societies may apply for funding as follows:
  - If extra resources are needed for a certain project
  - Additional costs that would not have been recognised when budget proposals were being put together
  - Special Equipment purchases – Either not budgeted for or budget not granted
  - To replace broken equipment that the society can not otherwise afford to replace.
  - One off maintenance costs of equipment not seen or recognised at the start of the year when the budget proposals were made.
3. The Combined Executive committee may allocate funding for:
  - Purchases of equipment or events that will benefit members of the society.
  - Events in which the participants from the society are representing the University at a national or international level – for example competitions
  - Expenses for outside speakers including travel and accommodation.

Funds may not be allocated towards:

- Social events such as welcome parties and winter balls etc
- Transport for students to and from events or training sessions.
- Personal equipment purchasing (Including things that may only be used once)
- Gratuity for outside speakers and guests, often referred to as a rider.
- Gifts

4. The Executive Committee will require the following information from the society & Activities Officer in order to allow it to make an informed decision:
  1. The society's budget for that current year
  2. The current financial situation of the society, including a breakdown of the remaining funds in their account and what the society has allocated the funds to.
  3. A full explanation of how much money is being requested, why it is being requested, how it will be spent and how it will benefit members

4. Any additional expenditure that will be incurred as a result of the purchase e.g. further upkeep of any equipment purchased
  5. Any additional storage requirements that will be incurred as a result of the purchase and how the society intends to deal with these
5. When considering if a bid should be accepted or not, the Executive will consider the following:
1. The number of people the money will benefit
  2. Whether the money will add value to the society in terms of promoting diversity, providing activities and increasing participation
  3. If the event/equipment will be accessible to/for all members
  4. If it is a piece of equipment the number of times it will be used throughout the year.
  5. If the funding is for fixing broken equipment why it was not budgeted for and what the society will do to make it sustainable in the future.
  6. An understanding that funding is for special requests and not for recurring events and that recurring grants are not the purpose of the SRF.
6. If the Executive require further clarification of the bid then the society will be asked to present their bid to the committee at the next meeting or resubmit their application with the required information included. Any Executive Committee member with a personal interest in the bid will not have the right to speak on the issue unless invited to do so by the committee at the meeting in order to provide further clarification. The Executive Committee may only ask the society's committee to attend an Exec meeting once for further clarification and they must then provide the society with an answer.
7. The Executive Committee may give the following responses to any special request fund bids:
1. Rejection
  2. More information required – resubmission of **request for more information by email or committee invited to attend next meeting**
  3. Approval – Agree to award part of the amount with explanation
  4. Approval – Agree to award the full amount
8. Decisions on special request fund allocations will be recorded in the Executive Committee minutes, and published on the website.
9. There is no formal appeals process but societies are able to reapply to the fund at any time including resubmitting previous unsuccessful bids.

**Policy passed on: 02/03/2016**  
**Passed by: Wadzi Pasipamire**