



Societies Membership Fund Guidelines

The Societies area operates a general £3.00 membership fee, which grants students access to over 140 societies. Profits from this fee are held in the Societies Membership Fund (SMF), which exists to support the development, recognition, and activities of societies.

Societies can apply for funding from this pot to enhance the experience of their members. The SMF will act as a source of funding for societies for activities that go above and beyond their usual activity, as well as for events that benefit Societies in general, such as the SU Awards and the Masquerade Ball.

This fund is not a recurring grant and cannot be used for retrospective purchases, funding must be applied for and approved before any costs are incurred.

Applications are reviewed by the Activities Executive Committee (AEC), who will decide on the outcome, based on these guidelines.

The Activities Officer and AEC may also apply for funding to benefit the wider society membership. In such cases, the Finance Manager and the Societies and Volunteering Manager will provide guidance and reach a decision.

Application Guidance

When reviewing applications, the Executive Committee will consider:

- The number of students who will benefit from the funding
- Whether the funding will add value to the society by:
 - promoting diversity
 - increasing participation
 - improving accessibility
- For equipment: how often it will be used throughout the year
- Acknowledgement that the SMF is not a recurring grant
- The society's financial position for the current academic year
- Whether tickets are being sold for the event

Examples of What the Fund May Cover

The AEC may approve funding for:

- Extra resources needed for a specific project
- Costs exceeding the group's financial capacity
- Special equipment purchases
- Replacing broken equipment that the society cannot afford to replace
- One-off equipment maintenance costs
- Equipment or event expenses that directly benefit society members
- Members representing the University at a national or international level (e.g. competitions, conferences)
- Speaker expenses

What the Fund Will Not Cover

The following are not typically eligible for funding:

- Full subsidy of events will not be approved where the panel considers ticketing to be a more appropriate way to cover some, or all, of the costs.
- Accommodation costs will only be covered if they are reasonable, necessary, and directly related to the activity.
- Personal equipment purchases
- Gifts for external speakers or guests, including rider requests
- Food and alcohol will be considered case-by-case if they add clear value and benefit to members. General social use will not be funded.

Information Required from Societies

To make an informed decision, the AEC will require:

- The society's current financial position, including rollover
- A clear and detailed financial plan, including why the funding is being requested, how it will be used and how it will benefit members.
- Any additional costs arising from the purchase (e.g. ongoing maintenance)
- Any additional storage requirements and the society's plans to manage this

If further clarification is needed, a member of staff or the AEC may contact the society to arrange a meeting or request more information via email.

Conflicts of Interest

Any AEC member with a personal interest in a bid will not participate in the decision-making process, unless invited to speak by the Committee solely for clarification purposes.

Possible Outcomes of Applications

The AEC may respond to applications in one of the following ways:

- **Rejected:** the bid has not been approved
- **More information required:** the society will be asked to provide more detail via email or to attend a future committee meeting
- **Partial approval:** part of the requested amount is approved, with an explanation provided
- **Full approval:** the full requested amount is granted

There is no formal appeals process, but societies are welcome to reapply at any time, including submitting a revised version of an unsuccessful bid.

For any questions relating to the SMF, you can contact:

The Societies Team: susocieties@bath.ac.uk

SU Activities Officer: suactivities@bath.ac.uk

Activities Executive Committee: su-activitiesexecs@bath.ac.uk

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