Grant-It Ideas: Activities Terms of Reference

Affiliated Societies are independent membership-based organisations which are expected to be financially self-sufficient with respect to the fulfilment of their aims and recurring expenses.

Student Groups are any currently matriculated student with ordinary membership in the University of St Andrews Students' Association or group of such students.

The purpose of this Grant-It Ideas Fund is to:

1. Encourage growth and development of student groups by:
    a. Providing startup funding in the form of grants for new projects and events which would further the aims of the group but would otherwise pose a financial risk to the organizer(s).
        i. Student groups are expected to use information about the project/event before a grant has been approved to determine whether it is financially viable for the group to host independent of external funding. This will be followed up in a meeting with the Grant-It Ideas: Activities Committee

    b. Providing grants to improve existing projects and events by altering them compared to past versions of the event/project.

        i. Student Groups are expected to use information from the project/event to determine whether it is financially viable for the event/project to incorporate these changes independently from external funding. This will be communicated in a meeting with the Grant-It Ideas: Activities Committee prior to the project/event by the Student Group.
        ii. Improvements encompass any changes to the event/project that will:
            1. Make the event/project more accessible.
            2. Make the event/project more diverse.
            3. Make the event/project more sustainable.
            4. Improve the student experience of the event/project.
2. Encourage student projects/events with an impact beyond the student group
    a. Providing grants for projects and events which are open and provide benefit for the larger student community
3. Encourage Collaborative Events and relationships between Affiliated Societies by:
    a. Providing startup funding in the form of grants for new projects and events hosted by more than one Society.
    b. Providing grants to improve existing projects and events between more than one Society where the event/project was not previously collaborative.
4. Improve the reputation of the Society or the Students Association by:
    a. Providing grants for projects and events which expect engagement from members of the local community.
    b. Providing grants for projects which provide a service or benefit to the local community.
    c. Events/projects have which local, national, or international participation.
5. Encourage sustainable practices by:

    a. Providing grants for projects/events which have had alterations to meet the Sustainability Guidelines.
    b. Providing grants for new projects/events which have been designed to meet the Sustainability Guidelines.
6. Encourage accessible events/projects by:
    a. Providing grants for projects/events which have had alterations which demonstrate explicit consideration of accessibility.
    b. Providing grants for new projects/events which have been planned with accessibility adjustments where possible.
7. Encourage events which showcase the diversity of the student community
    a. Providing grants for projects/events which demonstrate the diverse identities, perspectives and beliefs of the student body.

The Grant-It Ideas: Activities Fund will not be used to supplement a Societies' bank account in the event of illiquidity.

Value of the Fund

The total amount that the Fund can award during the academic year shall be set by the Union Executive during the budget setting process. The Fund will consider grant applications during the Union's fiscal year (1st August-31st July).

Administration of the Fund

The Fund shall be administered by the Grant-It Ideas: Activities Committee (henceforth 'GIAC', whose members shall be appointed by the Activities Team.

For each application, the committee shall decide whether to:

1. Approve the application in full
2. Approve the application in part
3. Request further information
4. Reject the application

Grant requests

When considering an application for a grant, the Grant-It: Activities Committee will take into consideration the financial situation of the Student Group which has applied, and how the project/event fulfils the purpose of the Fund.

The GIAC will consider a Student Group's:

- The Financial reserves
- Planned expenditure for the academic year
- Predicted income for the academic year
- Current number of members
- Total income from the previous 2 academic years
- Total expenditure from the previous 2 academic years

- Membership numbers and prices from the previous 2 academic years
- Ticket prices for the project/event
- Expenditures for the project/event
- Projected impact on the student community in organizing the project/event

The President of Student Opportunities shall be responsible for convening the committee to review applications and ensure decisions are recorded. The committee shall decide which action to take based on consensus, failing that a majority vote. In the case of a tie, the President of Student Opportunities shall have the deciding vote. The Activities Team Treasurer ('Treasurer') shall be responsible for chairing and setting the agenda of the committee meeting. In the absence of the Treasurer, an Activities Team General Member shall chair and set the agenda of the committee meeting.

Awards from the Grant-It Ideas: Activities Fund are subject to the Association Financial Cascade policy.

Application criteria:

- Applicants must be a Student Group or Affiliated Society.
- Applicants may only request funding to support a project or event within the same academic year as the application.
- Funded events are expected to make use of Association facilities, except where these are not available or suitable.
- Applicants with over £5000 in available funding are not eligible to receive a grant.
- The maximum grant that can be applied for is £750
    - Applicants who apply for more than £400 will be expected to attend a meeting of the Grant-It Ideas: Activities Committee
- Applicants must provide proof of a risk assessment with their application.

Grant claim process

Successful applicants can redeem their grant by presenting purchase receipts or invoices associated with the event to the Students Association Cash Office. The Cash Office may also pay for expenses directly if emailed in advance of the event with an invoice. The grant cannot be used to reimburse alcohol purchases (This does not mean the event must be alcohol free).

Applicants must complete the Grant Reporting Form before redeeming their grant.

Alterations to the Grant-It: Activities Fund terms of reference

This document outlines the purpose, decision making body, and application criteria for the Grant-It Ideas: Activities Fund. This document shall be reviewed at least once a year by the President of Student Opportunities and Vice President of Student Opportunities (Activities and Societies) prior to the start of the Academic Semester (1st September), changes may be made to this document by the Activities Team and Union Executive with the approval of the President of Student Opportunities. Decisions relating to the application process and written guidelines for applicants based on the application criteria in this document are devolved to the Grant-It Ideas: Activities Committee.