

## New Societies Fund: Terms of Reference

**New Affiliated Societies** are those that have completed the Affiliation Process no later than the semester preceding any application for the New Societies Fund.

### Aim and Purpose of the Fund

- **New Societies Fund Event Grant:** To provide financial support to New Affiliated Societies to host events to promote their Society and attract initial members.
- **New Societies Fund Development Grant:** To provide financial support to New Affiliated Societies for essential purchases that facilitate their growth and development as a society.

### Application Process

Applications will be evaluated based on:

- **Alignment** with the aim and purpose of the New Societies Fund.
- **Financial standing and history** of the Society, including:
  - Current account balance,
  - Budgeting practices,
  - Number of previous grants applied for,
  - Whether the same expense has been previously requested.
- **Exceptions:** If an application does not meet typical terms, the Societies Committee may approve a grant with agreement from a Students' Association Senior Management Team member.

### Value of the Fund

The total annual award limit is set by the Sabbatical Officers during the budget-setting process prior to September. Applications are considered during the academic year, from 1st September to 30th April. The maximum grant amount per application is **£250.00**

### Administration of the Fund

The Fund is managed by the Societies Committee, which:

- **Decision-Making:** Approves, partially approves, requests more information, or rejects applications.
- **Financial Consideration:** Considers the financial situation of the applying Society.

- **Voting:** Decisions are made by consensus or by a majority vote if necessary.

## Application Criteria

- **Submission:** Send applications to the Grants' Officer at socgrant@.
- **Eligibility:** Applicants must be New Affiliated Societies.
- **Funding Scope:** Projects/events must occur within the same academic year as the application.
- **Venue Requirement:** Use Association facilities unless unavailable or unsuitable.
- **Funding Limits:**
  - Maximum Grant: **£250.00**
- **Documentation:** Submit a completed and approved Aims and Activities Form. A risk assessment may be required if requested by the Building Manager.

## Grant Claim Process

- **Notification:** The Grants Officer will inform successful applicants via email.
- **Redemption:** Present purchase receipts or invoices to the Students' Association Cash Office. The Cash Office can also pay expenses in advance if an invoice is provided.
- **Restrictions:** Grants cannot be used to reimburse alcohol purchases, though events may include alcohol.

## Alterations to the Terms of Reference

This document outlines the Societies Fund's purpose, decision-making process, and application criteria. It is reviewed annually by the **Director of Student Development and Activities** in collaboration with the Societies Committee.

Decisions on applications and guidelines based on these criteria are delegated to the **Societies Committee**.