

Refreshers' Fund: Terms of Reference

Aim and Purpose of the Fund

- **Refreshers' Fund Grant:** To encourage **Affiliated Societies** to host events and aid in attracting new members during **Refreshers' Week**.

Application Process

Applications will be evaluated based on:

- **Alignment** with the aim and purpose of the Refreshers' Fund.
- **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 during Semester 1 by the Sabbatical Officers in consultation with the **Societies Committee**. Applications are considered prior to Refreshers' Week. The maximum grant amount per application is **£250.00**

The Fund is managed by the Societies Committee, which:

- **Decision-Making:** Approves, partially approves, requests more information, or rejects applications.
- **Voting:** Decisions are made by consensus or by a majority vote if necessary.

Application Criteria

- **Submission:** Send applications to the Refreshers' Fund Application Form.
- **Eligibility:** Applicants must be Affiliated Societies.
- **Funding Scope:** Projects/events must occur within Refreshers' Week.
- **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 Refreshers' 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**.