

Charitable Events Fund: Terms of Reference

A **Charitable Event** is an activity organised by an Affiliated Society to raise funds, donating 100% of profits to designated charities within the same academic year.

Aim and Purpose of the Fund

- **Charitable Events Fund Grant:** The purpose of the Charitable Events Fund is to encourage Societies to host events aimed at raising money for Charity by meeting or subsidising the cost of hosting the event.

Application Process

Applications will be evaluated based on:

- **Alignment** with the aim and purpose of the Charitable Events 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

This Fund was established by donating to the Students' Association. This Fund will continue to exist until the total value of the donation has been awarded. The total donation was £3000. There is no maximum amount that can be applied for.

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 an Affiliated Society organising a **Charitable Event**.
- **Funding Scope:** Events must occur within the same academic year as the application.
- **Venue Requirement:** Use Association facilities unless unavailable or unsuitable.
- **Funding Limits:** No Maximum Grant
- **Profit Requirement:** The event must generate a profit that exceeds the grant value, with 100% of profits donated to one or more nominated charities.
- **Charity Campaign Coordination:** Applicants must contact the Charities Campaign before applying to arrange payment to their nominated charity(s).
- **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. **Additionally, evidence that the Charities Campaign has been contacted and is aware of the event must be included.**
- **Restrictions:** Grants cannot be used to reimburse alcohol purchases, though events may include alcohol.

Alterations to the Terms of Reference

This document outlines the Charitable Events 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**.