



Imperial College Union Activities Development Fund Policy

1 Introduction

- 1.1 The Activities Development Fund (“ADF”) provides funding to Clubs, Societies and Projects (each a “CSP”, and collectively “CSPs”).
- 1.2 Clubs, Societies and Projects Board (“CSPB”) owns and approves this policy on behalf of Union Council.
- 1.3 This policy sets out the purpose and scope of ADF, the application requirements and the award process.
- 1.4 CSPs applying for ADF are bound by this policy, any published Union processes, and the Union’s constitution, Bye-Laws and policies.
- 1.5 The final interpretation of this policy is subject to the Union President.

2 Purpose & Scope

- 2.1 The purposes of the ADF are:
 - 2.1.1 Funding **new and developing activity**, defined as an activity that is growing or is new for the CSP, but which aligns with the CSPs core aims and objectives.
 - 2.1.2 Funding **unbudgeted success**, defined as an increase in costs due to an unforeseen success in a CSP.

3 Source

- 3.1 The size of the fund will be set annually by Finance, Audit and Risk (“FAR”) committee, in line with Student Group Funding Policy and any other Union policy.
- 3.2 The fund will normally be comprised of:
 - 3.2.1 Unused grant funding from the previous academic year.
 - 3.2.2 Unused ADF funding.
 - 3.2.3 Other sources, at the discretion of FAR.
- 3.3 A designation request shall be taken to FAR by the Deputy President (Clubs and Societies) (“DPCS”) at the start of the academic year, to request ADF funding for the academic year.

- 3.4 The maximum amount that may be designated to ADF in a given academic year shall be £100,000.

4 Applications

- 4.1 All CSPs are eligible to apply to the fund.
- 4.1.1 CSPB may, at its discretion, allocate funding to groups other than CSPs.
- 4.2 Applications must be submitted to the Student Activities Team via a published processes, before any published deadlines.
- 4.3 The Student Activities Team will publish all deadlines for ADF applications at the start of each academic year.
- 4.4 There will normally be a minimum of 4 and maximum of 6 rounds of ADF applications.
- 4.4.1 Exceptions may be made by the DPCS.
- 4.5 Applications must contain:
- 4.5.1 Details of the CSP.
- 4.5.2 The total amount requested.
- 4.5.3 An itemised breakdown of the request.
- 4.5.4 A detailed description of why the money is required and how it will help achieve the CSP's aims and objectives
- 4.5.5 Details of other funding sources sought and/or used.

5 Award Process

- 5.1 Awards of ADF funding shall allocated by the ADF Committee, a sub-committee of CSPB.
- 5.2 The ADF Committee shall normally be comprised of:
- 5.2.1 The DPCS.
- 5.2.2 Between 4 and 6 student members, from CSPB.
- i. No more than 1 student member may come from any single management group or constituent union.
- 5.3 The DPCS, or their chosen representative, shall Chair the ADF Committee.

- 5.4 It is the responsibility of the Chair to set deadlines for:
 - 5.4.1 Submissions to the fund.
 - 5.4.2 ADF Committee meetings and decisions.
 - 5.4.3 Outcomes to be communicated to CSPs.
- 5.5 The ADF Committee will award funding in accordance with the principles outlined in section 6 (*Award Criteria*).
- 5.6 A successful outcome may be to either fully or partially fund the request. No more than the requested amount may be awarded.
- 5.7 Successful outcomes should be communicated to CSPs no later than 4 weeks after the submission deadline.

6 Award Criteria

- 6.1 Successful applications must demonstrate that funding is for either:
 - 6.1.1 A new or developing activity.
 - 6.1.2 An unbudgeted success.
- 6.2 As funding is limited, the ADF Committee will prioritise funding based upon (in order of priority):
 - 6.2.1 Need: funding allocated based on a club needing the funds to run core activity.
 - 6.2.2 Reach: funding allocated based on the number of Imperial students reached.
 - 6.2.3 Priority: funding allocated based on the activity being particularly important as part of.
 - 6.2.4 Merit: funding allocated based on it providing a unique aspect of the student experience.
 - 6.2.5 Context: in the context of the total amount of funding available, and any previous funding requests, is this the most effective use of the money?
 - 6.2.6 Effort: funding allocated based on the time and effort put into the application.
- 6.3 Funding will not be awarded for:
 - 6.3.1 Food or drink.
 - 6.3.2 Trips and tours.
 - 6.3.3 Funding for overseas volunteering/project groups.
 - 6.3.1 Air travel.

- 6.3.1 To donate to charity, or fund events where the proceeds are given to charity.
- 6.3.2 Non-core clothing or leisurewear.
- 6.3.3 Prizes or gifts.
- 6.3.4 Replacement of equipment due to normal wear and tear.
- 6.3.5 Replacement of consumables (e.g. balls, shuttlecocks, etc.).
- 6.3.6 Any goods that will be re-sold for a profit.

7 Successful Applications

- 7.1 Successful applicants must use the funding allocated within the same academic year in which it was allocated.
 - 7.1.1 Exceptions may be granted by the DPCS.

8 Appeals and Breach of Policy

- 8.1 There is no appeals process for rejected ADF applications.
- 8.2 Unsuccessful applicants may re-apply in future rounds.
- 8.3 Any breach of this policy by CSPs, CSP Officers, or CSP members may be dealt with in accordance with the CSP Behaviour Framework.
- 8.4 Complaints regarding this policy, its interpretation or its execution, may be directed to the Union's Complaints Officer.