

DUBLIN UNIVERSITY CENTRAL SOCIETIES COMMITTEE
GRANTS POLICY CSC Financial Year 2016/2017
(1st September 2016 - August 31st 2017)

1 PURPOSE AND AEGIS OF THE GRANTS POLICY DOCUMENT

The Dublin University Central Societies Committee (CSC) allocates grants to University Societies as recognised by it in accordance with the CSC Constitution Section 10. The Grants Policy Document serves to guide the CSC Executive in its consideration of such grant applications in tandem with the discretionary powers of the Executive. Notwithstanding the provisions hereunder, each University Society recognised, fully or provisionally, prior to February 2nd 2012 (the date of the adoption of the currently operative CSC Constitution) shall continue to retain such access or restriction of access to resources as was stipulated at the time of its recognition, saving where access to resources is withdrawn or limited in accordance with Section 4.2 hereunder.

2 FINANCIAL RECORDS

2.1 The University Society Financial Year (USF Year) is defined as the period from and inclusive of the First Day of March in a given Calendar year to and inclusive of the Last Day of February in the immediately following Civil Calendar Year (that is March 1st thru the following February 28th/29th (as appropriate)). The Committee's Financial and Reporting Year (the Dublin University Central Societies Committee's Financial and Reporting Year or CFR Year) is defined as from and inclusive of the First Day of September in a given Calendar year to and inclusive of the Last Day of August in the immediately following Calendar Year (that is September 1st thru the following August 31st).

2.2 Every society must operate its financial affairs through a bank account. **Cash transactions should only be used when absolutely necessary.** All transaction details of whatever type (cheque payment, transfer, lodgement, and direct debit) must be noted in detail by the Society Treasurer in the online accounting system established for this purpose by the CSC. All receipts must be retained and marked to correspond with the appropriate accounting entry. The onus is on the Treasurer of the society to accurately account to the CSC for all of its income and expenditure.

2.3 Only bank accounts approved by the relevant CSC Treasurer (or by the CSC's Administrative Officer in accordance with subsection 7.1 of the CSC Constitution acting on the relevant CSC Treasurer's behalf) may be operated by University Societies, and statements for these bank accounts must be maintained by the society Treasurer. Society bank statements will be sent by the Bank to the CSC in the first instance, where they will be copied and forwarded to the Society Treasurer.

2.4 Immediately after a society's AGM a bank account change of signatory form must be completed by the Chairperson and Secretary of the said AGM.

- i. The chequebook signatories **MUST** include the society Treasurer who should generally hold the chequebook at all times.
- ii. The society's bank account **MUST** be so arranged with its bank that each society cheque must be validated by the signature of no less than two the following society Officers: the Chairperson, Treasurer, or Secretary.
- iii. Chequebook stubs **MUST** be completed in detail at the time of the transaction and completed chequebooks retained for reference.

2.5 **In addition to the Chairperson and Treasurer of each society, all other chequebook signatories are responsible to the society and to the CSC for all the monies spent during their term of office.** The Chairperson, Secretary and Treasurer will be individually responsible in whole or in

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part for the duties of their office within the Society in any financial year in which they serve.

- 2.6 The responsibility for properly safeguarding the society's finances, for on-going maintenance of proper financial records, and for the presentation of complete and proper financial records to the CSC in accordance with CSC regulations extends to the Chairperson, Secretary and Treasurer of the Society for that period in which they held office.
- 2.7
- 2.7.1 In accordance with the CSC's own duties to the Capitation Committee, if negligence, misappropriation of funds or financial incompetence has occurred within a University Society, the Executive committee shall, at the recommendation of the Hon. Treasurer and Treasurer, require of the University Society that it remove the person or persons responsible from their University Society Committee with immediate effect. Failure to act at the Executive's request shall result in the suspension of the said University Society and such other measures as the Executive deems necessary.
- 2.7.2 An individual who has been removed from a University Society Committee for the reasons of negligence, misappropriation of funds or financial incompetence may not serve on any other University Society Committee for the remainder of their studies in College.
- 2.7.3 In the case of gross negligence or misappropriation of funds, the CSC Executive may ask the College to prevent registration by and to withhold degrees from the persons responsible until the deficit incurred has been made good.
- 2.8 All treasurers are required to attend a meeting with the relevant treasurer of the CSC before the end of Michaelmas Term. At this meeting the grants procedure will be explained.
- 2.9 All changes of committee must be notified to the CSC immediately. New Treasurers must arrange a meeting with the relevant CSC Treasurer as soon as possible.
- 2.10 If he feels it necessary, the Treasurer or Hon. Treasurer may request a society to furnish up-to-date financial records at any time during the financial year. In such a case, the society Treasurer will receive 21 days' notice to submit these financial records, which must be accurate and complete, up until at least the date on which the request was made.

3 CRITERIA FOR DETERMINING ALLOCATIONS

- 3.1 Scale of activities as determined by a Society's annual Activity Report. This report should include the following:
- i. A detailed description of activities during the immediately prior USF Year.
 - ii. Total membership as at the end of the said USF Year.
 - iii. A list of all those elected or co-opted to office during the said USF Year.
 - iv. A description of the meetings or other activities of the society during the said USF Year including the number of meetings, attendances, names of speakers, titles of films shown, reports of field trips etc.
 - v. Extent and nature of use of society rooms during the said USF Year.
 - vi. Details of any constitutional changes adopted during the said USF Year.
- 3.2 Grants in USF Years, and use made thereof.
- 3.3 The originality, creativity, expertise and enthusiasm of the members of the society as

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demonstrated with the Society's Annual Activity Report and its plans for the current USF Year.

- 3.4 The overall financial position of the society, as determined by previous USF Years' financial records.
- 3.5 The interest shown by the general College body in the activities of the society.
- 3.6 And any other stipulations which may be introduced into the Constitution from time to time.

4 GRANT APPLICATIONS

4.1 Grant applications cannot be considered until confirmation that the Society's Constitution held on record by the CSC is that governing the operation of the society; and that the Society's Financial Records and its Annual Activity Report for the immediately prior USF Year have been received by the CSC

- i. Both the University Society Financial Records and the Society's Annual Activity Report for a given USF Year must be submitted before or on the last day of the Committee's Financial and Reporting Year within which the last day of the given USF Year falls.
- ii. Financial Records arriving late will be automatically deemed unsatisfactory.
- iii. Financial Records which are in the judgement of the Treasurer of the CSC to be incomplete or to fail to properly account for all of the Society's income and expenditure will be automatically deemed unsatisfactory.
- iv. University Society Financial Records deemed unsatisfactory will usually result in the Society being subject to a financial penalty. In applying such a financial penalty the Executive will usually, but is not limited to, restrict grants under section 5.6 (Purchase of Equipment & Capital Items) and section 5.9 (Society Travel). Limitation of such probation is outlined in 4.2 below.
- v. No grant monies will be disbursed to any Society after the close of the USF Year until such time as the Society's Financial Records have been received the CSC and deemed to be satisfactory by the CSC Treasurer as being submitted in a timely manner and as representing a complete, accurate and true account of the Society's financial activities during the reported USF Year.
- vi. No grant monies will be disbursed to any Society after the close of the Committee's Financial and Reporting Year. Any unclaimed grant monies shall, at that time, revert to the CSC's general funds.

4.2 Notwithstanding 4.1 above if, during the period of the Executive's general consideration of society grant applications, a particular society is found to have failed to submit either its Financial Records or its Annual Activity Report for the immediately prior USF Year, the Executive, at its

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discretion, may both consider the said societies grant application and in doing so enforce the following limitations to the society's grant:

- i. Grants will not be given under section 5.6 (Purchase of Equipment & Capital Items)
- ii. Grants will not be given under section 5.9 (Society Travel)

This period of "probation" will lapse at the CFR Year end provided that the society's financial records requisite for the said CFR Year have been submitted and deemed to be satisfactory. However, should a new committee be formed (which must exclude any of the previous year's officers) the CSC Executive may use its discretionary powers to waive any grant application restrictions.

- 4.3 University Societies should submit their Grant Application Form online, as soon as it becomes available. It should be noted that Grant Application forms must be submitted during Michaelmas Term in order to be considered.
- 4.4 For budgetary purposes the Executive will set a budgetary limit on the amount of granted funding each society can be paid during the fiscal year. This budgetary limit may be increased at the discretion of the Executive.
- 4.5 In order to apply for a budgetary limit increase, a supplementary grant request must be submitted. It generally covers unforeseen circumstances and will be considered at any time during the year. It will not receive priority.
- 4.6 Any society which is unhappy with its allocation may appeal a decision of the Executive to a General Meeting. University Societies must in the first instance, go back to Executive with a more detailed application. Where an appeal is heard, other items granted by the Executive may be altered in light of any new information being presented.

5 GRANT ALLOCATIONS

The CSC Executive at its discretion may make money available under the following headings or for any purpose it deems appropriate in accordance with the CSC constitution.

5.1 BASIC RUNNING COSTS

The Executive will base its allocation primarily on a society's general level of activity. Money granted under this heading is intended to fund things like printing costs, webhosting, stationery, non-alcoholic refreshments for weekly meetings, etc. The CSC will not, however, fund web or graphic design. The maximum grant is €635.

5.2 SPEAKERS' EXPENSES

- i. In order to qualify for funding, it is necessary for a society to adequately publicise events and meetings.
- ii. University Societies must ensure that details of all meetings and events including the names of speakers, etc. are published on the CSC website- www.trinitysocieties.ie, the Hive system, social media, posters, and similar.

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- iii. All submissions must be made online in advance of the event taking place.

The cost of a speaker's travel (air, rail and taxi fares), accommodation and entertainment will be provided as set out below. For the purposes of payout, the figures in each category will be considered maximal totals, though payments for each speaker will not exceed the individual grant limit:

- i. **Speakers' travel:** Speakers from overseas will have their travel costs subsidised to a maximum of €200 and a limit of €80 will apply to speakers from Ireland. Travel fares are not normally provided for speakers from Dublin. Overseas and Irish speakers whose travel costs are in excess of the above maximum may be applied for on a case by case basis. Executive will decide whether to fund them under normal travel or under "Other".
- ii. **Speakers' accommodation:** Accommodation will be subsidised at the rate of the cost of College guestrooms (currently €130) for up to two nights in the case of a speaker from overseas and for one night for an Irish speaker from outside Dublin. Again no accommodation will be provided for speakers from Dublin. Speakers, where possible, may be put up in College rooms, bookable through the Accommodation Office.
- iii. **Speakers' entertainment:** speakers' entertainment will be subsidised at a maximum of €30 per person. (A Society may wish to give a gift instead of taking a guest for a meal – this subsidy may be used for that purpose.) The CSC will fund members of the society to accompany their guests according to the following table:

Guests Society	Representatives
1	1
2	2
3	2
4	3
More than 4	3

- iv. Receipts should have printed clearly on the reverse the names of all those attending for whom money is being claimed and should be signed by the guest. Speakers should be entertained at Commons if places are available. Commons tickets may be purchased through the Enquiries Office at a reduced rate for University Societies.
- v. Speakers will not normally be funded for meetings held on Saturdays, Sundays or out of term or for meetings held off campus. Special arrangements must be made for such meetings.

5.3 RECEPTIONS

The expenses for receptions following meetings of a University Society may also be covered but only where the reception is open and free to all members of the society and the meeting prior to it has been well publicised on forums such as the CSC website, the Hive system, social media, posters, and similar. The total amount available to a University Society for all of its post-meeting receptions will not exceed €400 per annum. The grant will be calculated at a rate of €2.75 per member for the first 60 members and €1.50 for each one thereafter up to the said maximum.

5.4 CLASSES/WORKSHOPS

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University Societies wishing to hold classes or instruction sessions which are relevant to the aims of the society may have the expenses involved defrayed by the CSC. Details of all costs and admission charges will be required. A society will not normally be permitted to pay students or staff of the college for providing instruction.

The CSC will normally provide funding on a profit-and-loss basis - so you need to indicate clearly how much the instructor is being paid per class; give a best guess of how many members will attend the class; and indicate how much each member will pay.

Classes must be well publicised and in order to satisfy this requirement, the meeting must be published on the CSC website, the Hive system, social media, posters, and similar.

If you need particular materials for classes, you should complete the appropriate section on the form, giving details of what materials are required and how much they will cost.

5.5 HIRE OF ITEMS & PURCHASE OF ONCE-OFF MATERIALS

- i. Where a society buys once-off materials or hires articles for short-term use, the cost of hiring or purchasing these may be subsidised. A detailed breakdown must be submitted of what items are required and to what purpose they are to be put. Where multiple items are requested, a list in which the items are prioritised should be included: i.e. rank them from 1 on in the order of need (1 = vital, if we get only one thing then let this be it).
- ii. The CSC recognises the fact that University Societies will wish to show films and videos from time to time. The College has a licence which allows University Societies to show rented films from most major distributors to their members. No fee may be charged. Illegal video showings are considered a major disciplinary matter within College.

5.6 PURCHASE OF EQUIPMENT & CAPITAL ITEMS

- i. When a Society needs to purchase specialist equipment or other expensive items necessary for its continued existence, an application should be made in a similar form to 'Materials' above, including details of what security arrangements are intended to safeguard the items.
- ii. Items which are to be claimed for under this heading should normally be purchased before the end of Michaelmas Term.

5.7 COMPETITION ENTRY FEES

Where a society wishes to enter an individual or team in a competition which is of direct interest to the furtherance of its aims, the entry fees may be subsidised by the CSC. The individuals entered should have their names recorded on the reverse of the receipt if they are not all already mentioned on the front.

5.7 AFFILIATION FEES

Necessary affiliation fees to external organisations may be granted. Details of the body to which the society wishes to be affiliated and the benefits accrued must be presented. CSC will fund for branch or group affiliation only and not for individual members. In the case where group affiliation is not available, the CSC will fund for one or two members to be affiliated and any

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information can be disseminated through them to the Society.

5.9 SOCIETY TRAVEL

University Societies are reminded that any travel must be for *bona fide* purposes to further the aims of the society and that only those trips agreed beforehand will be funded. The trip should be open to all *and only* paid-up members of the society. Only *fully paid-up* members of the society will be subsidised.

- i. A list of those who are to travel must be given to the CSC prior to the trip. This list is to be submitted on line and will contain the following details: name of member travelling; College ID; society membership number; name of next of kin and contact details for next of kin. If this list is not with the CSC prior to the trip no grant will be issued.
- ii. An itinerary of the proposed trip must be submitted with the grant application. (University Societies are advised to allow at least one term-time week for the processing of such applications.) In order to conserve resources the Executive may limit the number of persons that will receive a subsidy. Any cancellation fees incurred by the society will not be subsidised by the CSC. The Executive has determined that, when necessary, checks will be made to ensure that the itinerary as presented has been fully undertaken.
- iii. A report, detailing the activity during the trip, separate from the Secretary's annual report, must be submitted to the CSC within three weeks of returning from the trip. Any University Society which fails to submit the said report will not be considered for a Travel Grant for the following two financial years.
- iv. **Students travelling on society trips will not have personal accident cover or travel insurance. Third party bodily injury or property damage insurance may be provided on a case by case basis on consultation with the CSC.**

5.9.1 Society Travel Budget

The Treasurer and Hon. Treasurer shall be jointly responsible for determining an annual total budgetary limit for monies which may be granted towards society travel. The Treasurer and Hon. Treasurer shall further be responsible for determining individual limits for each of the categories within which societies may apply for travel grants. These categories shall be: Conference Travel; Competition Travel; Travel for the Purposes of Representation at National/International Bodies; Expert-Facilitated Non-Academic-Credit-Field Trips/ Society Trips; Non-Expert- Facilitated Society Trips. General stipulations for each of these respective categories as laid out in subsections 5.9.2 and 5.9.3 below.

5.9.2 Conference Travel; Competition Travel; Travel for the Purposes of Representation at National/International Bodies

- i. Travel for these purposes may be funded by the CSC and is intended to facilitate the attendance of a small number of delegates.
- ii. Delegates may be subsidised at a higher than normal travel rate.
- iii. Travel under this heading MAY NOT be booked prior to the society's informing and receiving approval from the CSC Executive. If travel is booked under this heading prior to the society's informing and receiving approval from the CSC Executive no travel grant will be considered.

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5.9.2.1 Registration

The cost of registration, admission or entry fees may be subsidised.

5.9.3 Expert-Facilitated Non-Academic-Credit-Field Trips/ Society Trips; Non-Expert-Facilitated Society Trips.

- i. Society field trips, excursions, etc. may be funded by the CSC. The number of participants subsidised in a given year shall not exceed 20% of membership, or 40 people, whichever is the lesser.
- ii. On the basis of the submission of a satisfactory itinerary, a grant for travel and accommodation will be paid at the rate of up to a maximum of €60 per person.
- iii. Travel under this heading MAY NOT be booked prior to the society's informing and receiving approval from the CSC Executive. If travel is booked under this heading prior to the society's informing and receiving approval from the CSC Executive no travel grant will be considered.
- iv. Travel under this heading will not normally be granted in two consecutive years.

5.9.3.1 Admission

The cost of admission to events of relevance to University Societies may be subsidised.

5.10 LENDING LIBRARY EXPENSES

Where a society currently operates a library, funding may be provided to purchase books, DVDs, CDs, periodicals and/or sheet music. Only University Societies that already operate efficient libraries will normally be funded and the secretary of the CSC will inspect its lending procedures before the grant will be released.

5.11 OTHER

A society may apply for subsidy for anything not covered above, provided it is demonstrated that the purpose is to further the aims of the society. Very detailed information is required in order to allow the fair consideration of such application. Applications under this heading will be considered on their individual merits. Please contact the treasurer@csc.tcd.ie for guidance.

5.12 COLLEGE SECURITY CHARGES

The CSC will pay up to a maximum of six regular security charges directly to College on behalf of a society. These payments shall not be deducted from the relevant society's grant.

5.13 AMENITIES/FURNISHING

Furnishing and room requirement requests should be sent directly to the Amenities Officer of the CSC – amenities@csc.tcd.ie. The cost of such requests shall not be deducted from the

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relevant society's grant.

5.14 Fourth Week

Fourth Week grants are open to University Societies and are granted on the merit of the proposal, subject to the provision that the event is open and free of Charge to ALL members of the College Community, and that it entails core society activity, directly promoting the society's aims. Grants will not be given for reception expenses unless directly furthering the aims of the society. Priority will be given to on-campus events. The Fourth Week grant is entirely separate from the University Society's grant.

6 SPONSORSHIP AND PROFIT-MAKING EVENTS

- i. A Society may seek sponsorship from other sources, though the CSC must be kept informed, and all monies must be accounted for on the online system.
- ii. If there is a contractual agreement being made with an external body/organisation, the society must inform the CSC Hon. Treasurer and CSC Treasurer and seek approval for same, prior to confirmation of the agreement.
- iii. In seeking sponsorship, University Societies should be aware of College policies in relation to allowing outside bodies access to College campus, and indeed the College alcohol policy - if in doubt, ask in the CSC for advice.
- iv. The CSC will not tend to fund events that are self-financing and all charitable fund-raising events must also be self-financing.

7 PAYMENT OF GRANTS

- i. Grants will only be paid over to a society after it has incurred expenditure and then only on production of receipts and/or other documentary evidence.
- ii. Furthermore receipts or other documentary evidence are required in support of all income and expenditure, regardless of whether or not it has been supported by CSC monies, and should be submitted with the society's financial records.
- iii. In the case where a grant has not been collected or where payment has been specifically deferred by the CSC Executive to the following year, all allocations for the year are null and void after the 31st August each year.

8 GRANTING RESTRICTIONS

8.1 Provisionally Recognised University Societies

- i. Grants to Provisionally Recognised University Societies shall only be considered under the headings of Basic Running Costs, Speakers Expenses, Receptions, Classes/Workshops, Hire of Items, Competition Entry Fees, Affiliation Fees and College Security Charges.
- ii. Provisionally recognised University Societies shall not normally be given grants under the

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headings of Purchase of Equipment & Capital Items, Society Travel, Lending Library Expenses or Amenities unless the Executive can be satisfied that such grants are necessary to the survival of the society.

8.2 University Associations (Vexillary)

- i. Grants to University Associations (Vexillary) shall only be considered under the headings of Basic Running Costs, Speakers Expenses, Receptions, Hire of Items, Competition Entry Fees, Affiliation Fees and College Security Charges.
- ii. Grants to University Associations (Vexillary) shall not be granted for Language Classes as said University Societies are prohibited from holding such classes. University Associations (Vexillary) may apply for other classes or instruction sessions which are relevant to the aims of the society.
- iii. Grants to University Associations (Vexillary) under the heading of Other prior to its attaining Full Recognition will normally be restricted unless the Executive can be satisfied that such grants are necessary to the survival of the society.
- iv. University Associations (Vexillary) shall not normally be given grants in the areas of Purchase of Equipment & Capital Items, Society Travel, Lending Library Expenses or Amenities unless the Executive can be satisfied that such grants are necessary to the survival of the society.

8.3 University Auxiliaries & University Commissaries

- i. Notwithstanding 8.1 above, grants to University Auxiliaries & University Commissaries shall normally only be considered for the areas of Basic Running Costs.