

**DUBLIN UNIVERSITY CENTRAL SOCIETIES COMMITTEE**  
**GRANTS POLICY CSC Financial Year 2020/21**  
**(1st September 2020 - 31st August 2021)**

## **1 PURPOSE AND AEGIS OF THE GRANTS POLICY DOCUMENT**

The Dublin University Central Societies Committee (CSC) allocates grants in fulfilment of section 3, sub-section 3.7 of the CSC Constitution to such University Societies as are 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 2<sup>nd</sup> 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of access to resources as was stipulated at the time of its recognition, saving where access to resources is withdrawn or limited in accordance with Section 4.2 hereunder.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 (transfer, cash payment, 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 Officers 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 the names and @tcd.ie email addresses of the new Officers must be forwarded to CSC.

i. A minimum of two of the Officers (Chairperson, Treasurer, Secretary) must be set up via the CSC, as signatories on the online society bank account.

ii. One of the signatories on the society bank account MUST include the Society Treasurer.

2.5 **In addition to the Chairperson and Treasurer of each society, all other signatories on the bank account 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 part for the duties of their office within the Society in any financial year in which they serve.

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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 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 CSC Treasurer as soon as possible.

2.10 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 notice of 21 days 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.

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3.2 Grants in previous USF Years, and use made thereof.

3.3 The originality, creativity, expertise and enthusiasm of the members of the society as 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 any 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 discretion, may both consider the said societies grant application and in doing so enforce the following limitations to the society's grant:

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- 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.

Whilst acknowledging the aforementioned discretionary powers of the Executive and cognisant of the right to appeal averred to in 4.6 above but in virtue of the extraordinary circumstances which the Covid-19 pandemic has brought about and the concomitant restrictions upon social interaction which have been applied by Government, for the period September 1<sup>st</sup> 2020 thru August 31<sup>st</sup> 2021 no grants will be considered or monies made available to any society under the headings below numbered:

**5.3 RECEPTIONS;**

**5.9 SOCIETY FIELD TRIPS;**

**5.10 LENDING LIBRARY EXPENSES;**

**5.14 FOURTH WEEK**

For the period September 1<sup>st</sup> 2020 thru August 31<sup>st</sup> 2021 grants will be considered and monies may be made available to any society in accordance with the notified stipulations under the headings below numbered:

**5.2 IRISH SPEAKERS’ EXPENSES;**

**5.4 CLASSES/WORKSHOPS**

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#### 5.5 HIRE OF ITEMS & PURCHASE OF ONCE-OFF MATERIALS

#### 5.6 PURCHASE OF EQUIPMENT & CAPITAL ITEMS;

#### 5.7 COMPETITION ENTRY FEES;

#### 5.8 AFFILIATION FEES;

#### 5.11 OTHER;

#### 5.12 COLLEGE SECURITY FEES

#### 5.13 AMENITIES/FURNISHING

#### 5.15 COVID EMERGENCY COSTS

#### 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 €400.

#### 5.2 **SPEAKERS' EXPENSES - Monies will only be granted under this heading in respect of Irish Speakers who are allowed to travel under current Government Guidelines. Events with guest speakers that are funded by CSC must be streamed online for the benefit of the entire membership, until such time as physical meeting capacities are back to normal.**

- 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](http://www.trinitysocieties.ie), social media, posters, and similar.
- iii. All submissions must be made online in advance of the event taking place.

The cost of a speaker's travel (petrol, 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. **Irish Speakers' travel:** Speakers from Ireland will have their travel costs subsidised to a maximum of €80. Travel fares are not normally provided for speakers from Dublin.
- ii. **Irish Speakers' accommodation:** Accommodation will be subsidised at the rate of the cost of College guestrooms (currently €130) 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.

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iii. **Irish Speakers' entertainment:** speakers' entertainment will be subsidised at a maximum of €32.50 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:

<b>Guests Society</b>	<b>Representatives</b>
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 – No monies will be granted under this heading for the period September 1<sup>st</sup> 2020 thru August 31<sup>st</sup> 2021.**

**5.4 CLASSES/WORKSHOPS**

University Societies wishing to hold classes or instruction sessions in the academic year 2020-21 either online or in person (following the applicable Government Guidelines), 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, 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

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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 in order that the current membership gets the benefit.

#### **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 but for which the said individual or team does not have to travel out of Ireland in order to compete during period September 1<sup>st</sup> 2020 thru August 31<sup>st</sup> 2021, 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.

#### **5.8 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 information can be disseminated through them to the Society.

#### **5.9 SOCIETY TRAVEL – only travel for competitions and representation on national bodies within Ireland will be considered.**

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. Only *fully paid-up* members of the society will be subsidised.

i. The names of those who are to travel must be given to the CSC prior to travel. This list of names 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.

##### **5.9.1 Competition Travel or Travel for the Purposes of Representation at National Bodies**

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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.

#### **5.9.2.1 Registration**

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

#### **5.10 LENDING LIBRARY EXPENSES – No monies will be granted under this heading for the period September 1<sup>st</sup> 2020 thru August 31<sup>st</sup> 2021**

#### **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 likelihood of severe restrictions on space available to University Societies for events on the College Campus during period September 1<sup>st</sup> 2020 thru August 31<sup>st</sup> 2021 notwithstanding, 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 relevant society's grant.

#### **5.14 Fourth Week – No monies will be granted under this heading for the period September 1<sup>st</sup> 2020 thru August 31<sup>st</sup> 2021.**

#### **5.15 Covid-19 Emergency Costs**

##### **5.15.1 Membership Subvention**

Given the likelihood of all University Societies experiencing a decrease in income during the academic year 2020-21 which is directly attributable to a falloff in membership numbers due to the effect of COVID-related restrictions and, whilst acknowledging the probability of a decrease in society expenditure commensurate with the same restrictions, the CSC nonetheless continues to operate under the obligation of its Primary Object (2.1 CSC Constitution). To fulfil the said Primary Object for the period September 1<sup>st</sup> 2020 thru August 31<sup>st</sup> 2021 each society may apply for an Extraordinary Membership Income Subsidy.

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- i. In applying for the Extraordinary Membership Income Subsidy a University Society must demonstrate the fall off in membership that has occurred between its 2019/20 membership figure and that of 2020/21, and it must demonstrate the associated decrease in income. This must be backed up by way of membership income lodged into the bank account for each year.
- ii. The membership figures for 2020/21 must correspond to the total membership of the society listed in its email account on the CSC's *My Emma* mailing system and to the income lodged to the bank account.
- iii. The total amount available to a University Society under the Extraordinary Membership Income Subsidy will not exceed €400 or the total decrease in income as demonstrated in accordance with 5.15.1ii above, whichever is the lesser.

**5.15.2 Covid-19 Expenses**

A society may apply for a subsidy to make purchases which are required **because of** the Covid-19 emergency, e.g. zoom licences, computer software, etc.

## **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 31<sup>st</sup> August each year.

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**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 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**

i. Notwithstanding 8.1 above, grants to University Auxiliaries shall normally only be considered for the areas of Basic Running Costs, Affiliation Fees & Hire of items.

ii. The CSC will normally only fund costs associated with ticketed or self-financing events on a profit/loss basis. University Auxiliaries should submit an income and expenditure projection for these events with their annual grant application in order for such expenditures to be considered.

**8.4 University Commissaries**

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