

UCC Societies Schedule of Allowances 2019/2020

All funding is at the discretion of the Societies' Executive. The figures and advice below is an outline and is aimed to be used as a guide throughout the year when making a finance application. This document may be also updated throughout the year. The Societies Executive funding aims to support the activities of all societies in which activities may not be feasible without such assistance. In considering applications for funding the executive may consider the societies level of activity, membership, and the societies own funds. Regardless of this document, applications are reviewed on a case- by -case basis by the finance committee and finance decisions ratified by the Societies Guild Executive.

Types of Applications

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- 1. Event Applications (online portal)
- 2. Equipment Applications (online portal)
- 3. Special Project Applications
- 4. Non- Competitive Trip Abroad

What does each type of application cover?

1. Event Applications

Event Applications are for any event your society wishes to host. This now includes certain ticketed events (see section below for details) workshops, guest speakers, society trips, intervarsity's etc.

2. Equipment Applications

Equipment Applications are for any equipment the society wishes to purchase. This includes society specific equipment, banners, society publications, membership cards, trophies etc.

3. Special Project Application

Special Projects Applications are to fund a number of events not normally funded by the Societies Guild Executive, for example, conference organisation etc. All applications will be considered on a case by case basis and the applications must be submitted by e-mail to the Finance Officer and President. Applications are expected to be heavily detailed and justified and must also contain a future funding plan if it is to become an annual event. The deadline for the Special Projects applications differs annually and will be announced by the Finance Officer at Finance Training every September. No Special Project applications submitted after this date will be considered.

4. Non-competitive trips abroad

This is a new addition to the types of applications. It is an attempt to accommodate societies travelling abroad for non-competitive events and will be similar to the special projects application. The application process will be competitive, in that the top 5 (approx.) proposals will be successful. No society will receive more than €5,000. In the interest of fairness, only societies who will not compete abroad may apply for this funding.

Any society in the previous academic year who received money to travel overseas will not be eligible to apply the following year.

Start of Year Grant

The Start of Year Grant is intended to get a Society off the ground and up and running for the year. Societies who have less than €500 in their account will have their balance topped up to €500. Any

society with €500 or more will not receive a start of the year grant and may spend the retained funds in their society accounts to pay for their start of year expenses.

This may be appealed if the society has a certain amount of funding saved for a particular event or certain equipment. Simply send an e-mail before (date decided annually) to finance@uccsocieties.ie with GRANT APPEAL in the subject heading. Any appeals after this date will not be considered.

The Grant can essentially be spent on whatever a society wishes (see list below) but as with all money spent, receipts must be kept and handed in to the office.

What can I spend my grant on?

- Freshers Fest/Societies Day/Meeting refreshments – sweets, baking, non-alcoholic beverages etc.
- Administration Costs – committee folders, pens, committee phone credit, etc.
- Membership Development/Promotional Material – pens/keyrings/fridge magnets/t-shirts etc.

Budget

Each society is obliged to submit a budget at the beginning of the academic year. The budget deadline is the 23rd of September. NO applications will be considered until a budget has been submitted. A budget from each society is extremely important for the financial planning of the Societies' Guild Executive for the year. There is a budgets section on the online portal where you MUST submit your budget. E-mailed budgets will not be accepted.

No society is guaranteed the total funds they apply for in the budgets. Following all budgets being submitted, the finance committee will decide on an allocated amount for your society and will advise you of this within a few weeks. According to the Strategic Plan, no society will receive more than 8% of the overall Societies Guild Budget.

Please note, budgets do not have to be strictly adhered to. They are aimed at being a guideline for the Societies' Guild Executive.

Ticketed Events

Ticketed events as a general rule should not require funding and the money collected from ticket sales should cover all the costs of the event, however (with the exception of balls/parties/receptions etc.) funding may be applied for where the event may not break even, ie. shows/concerts/gigs etc. All applications are at the discretion of the Guild Executive.

Any profits made from the event MUST be returned to the Societies Guild Executive to the maximum of what was granted. Any profits after that may be kept for the society. For example, if the Guild fund a ticketed event the sum of €500, and the event makes profit of €600, we take back the €500 and the society can keep the €100.

As always, the decision of what kind of ticketed events to fund, is at the discretion of the Societies Guild Executive and we may consider an event inappropriate to fund regardless of the details above.

If funding is granted for a ticketed event, it is compulsory for a financial report to be completed and sent to finance@uccsocieties.ie. If not completed, further funding will not be granted to the society.

Charitable Events

The Societies Guild Executive does not fund charitable events. The cost of the event must be covered by the monies raised before donating proceeds. The funding for charitable activities will be limited to re-usable capital materials only.

For major charitable events please contact the guild executive so that we can outline exactly what we will and won't fund. We can also help you source materials.

Guest Speakers, Workshops (Event) & Conferences

Outlined below are the general costs we will cover.

Travel

- €80 – speaker from Ireland, outside of Cork city.
- €20 – speaker from Cork city.

Funding for international speakers will be decided on a case-by-case basis

Accommodation

- Maximum €110 per one night.

Speaker/Facilitators Fees

We will not cover these fees

Dinners/Catering

Dinners with the speaker/facilitator will be funded to a maximum of €120 for the speaker and committee members. This can also be used for catering at an event for speakers before a conference. If it is used for catering for an event then it can't be used for a dinner.

Tokens of Appreciation

€30

Updated Society Trips Policy (Event)

As always, it is at the discretion of the Societies Guild Executive how much we fund, how many attendees we fund and what kind of trips we will fund. As a general rule, only certain competitive trips abroad will be funded and non-competitive trips abroad are not to be requested here but in a separate application process. Apart from that, trips in Ireland will be assessed based on how relevant the trip is to the society and how essential the trip is for the society. Below are the figures we fund.

Trips within Ireland (ROI & NI)

- 100% of registration costs and entry fees (where applicable).
- 66% of travel costs. (Max petrol amount)
- €25 per night for maximum of 3 nights' accommodation for each attendee.

The remaining 34% of travel costs and any accommodation expenses exceeding the above limits will be provided as a personal contribution by the students attending.

Please note, the minimum personal contribution payable is €15 plus €5 for each night after the first one:

- 1 Night: €15 Personal Contribution per student
- 2 Nights: €20 Personal Contribution per student
- 3 Nights: €25 Personal Contribution per student

Even if the 34% of travel and/or excessive accommodations expenses are less than that, each attendee must contribute this minimum contribution.

As a general rule, for regular society trips that do not involve over-night stay etc., you can apply for 66% of the travel costs. This includes petrol cover.

A minimum personal contribution of €10 will be expected in the case of trips where there is only a transport cost.

Travelling abroad (Competitive)

- 100% of registration costs and entry fees (where applicable).

- 66% of travel costs.
- €30 per night for maximum of 4 nights' accommodation for each attendee.

The minimum personal contribution for travelling abroad is €50 plus €5 for each night after the first one:

- 1 Night: €50 Personal Contribution per student
- 2 Nights: €55 Personal Contribution per student
- 3 Nights: €60 Personal Contribution per student
- 4 Nights: €65 Personal Contribution per student

Campaigns (Events)

Campaigns, other than election campaigns or referenda, can be applied for.

Society Publications (Equipment)

When a society publication cannot be printed in the Hub, for reasons such as:

- Quality of Printing Material
- Quantity of Material Printed

a society can apply for a maximum of €500 per society publication. Only one publication will be funded per year.

Please note, this does not include posters, flyers, etc. A society publication is considered a large publication, for example, a magazine or information booklet.

Banners (Equipment)

Each society is allowed €100 each year to purchase a banner. Only purchase a new banner if the current one is not usable.

This fund may be used to buy a banner for a perpetual event and it must not contain dates or sponsors. This will only be funded if the event has happened in previous years.

Each banner purchased must last for a minimum of 3 years and the society must seek repair in the case of it breaking.

Clothing

The guild may fund 50% of clothing for certain activities, particularly with regard to health and safety (t-shirts to highlight instructors when teaching kids), to a maximum of €150 per society. Each application is considered on a case by case basis.

Trophies (Equipment)

Perpetual trophies which will remain with the society and be given out year on year to members may be applied for, as well as the costs incurred on a yearly basis for engraving. There is a limit of €200 for trophies and of €30 for engraving in any one year.

Personal Money

When making payments for goods or services, from society accommodation to sweets for societies day, members of society committees use their own money to make these payments. It can be easier to use your own money, especially if the goods you're buying are cheap. However, we strongly encourage societies to use the societies credit card in the societies office.

Handling Cash

In general, most societies will have cash to deal with throughout the year, whether it is for a ball, a gig or a table quiz, etc. All money must be lodged into the societies account through the campus Bank. This is to avoid cash going missing and an individual getting blamed for it, etc. Once the cash has been lodged, it is still the societies own money and can still be used for whatever its original

purpose was. You just need to write a cheque to use the money. It is an extremely simple request. If it is found out that there is cash being used that is not going through the accounts, there will be implications regarding further funding for the society.

What do we NOT fund?

Please note, the list below is not exhaustive, but it includes most of the applications that have previously been denied;

Alcohol & food for members.

Days out for members – bowling/activities etc.

Donations - including charitable

Political subscriptions

Election campaigns

Society clothing (with exception to that mentioned above) – hoodies/t-shirts/suit allowances etc. (You may spend the grant on this, however you cannot apply for funding for clothing)

Mystery tours, balls, AGM parties etc.

Prizes for quizzes/competitions.

As you can see, the schedule has guidelines for all the different types of applications, and should be your primary source for what we will and will not fund. However, the guild members are always available to discuss any queries you may have.

Finance Officer:

Adam Compagno

finance@uccsocieties.ie

President:

Michaela Maher

president@uccsocieties.ie