

Resource Allocation for Clubs and Societies

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1. Introduction

- 1.1 The Resource Allocation Procedure sets out the process by which the University of Southampton Students' Union allocates resources to affiliated clubs and societies.
- 1.2 Affiliated clubs and societies are clubs and societies who voluntarily affiliate with the Students' Union. The Union provides certain resources, including space, funding and equipment, to affiliated groups. However, as many of these resources are limited this procedure is required to determine how they will be allocated.
- 1.3 The procedure satisfies the requirement under section 22(2)(i) of the Education Act 1994 that "the procedure for allocating resources to groups or clubs should be fair and should be set down in writing and freely accessible to all students".¹ It is available on the Union website and is included in the annual reporting to University Council.
- 1.4 Owing to the evolving nature of the Union, this Procedure will be subject to regular review by the Clubs and Societies Committee, usually during the summer vacation of each academic year.

2. Scope of this procedure

- 2.1 This procedure covers instances where Union resources, which may be physical, virtual or financial, are allocated to clubs and societies, and explains how those decisions are made.
- 2.2 This procedure works in conjunction with the information made available via the 'How To' guides on the Groups Hub, and other pages on the Union website. In the case of any difference between the two, this procedure shall be authoritative. Links are provided from this procedure to relevant sections of the 'How To' guides and the Union website.
- 2.3 The day-to-day operation of many aspects of this procedure will lie with the relevant staff. Where problems or disputes arise, it is generally expected that staff will be able to resolve them through compromise or negotiation.
- 2.4 In cases where this is not possible, a relevant Full Time Officer may be called upon to make a final decision. Where this happens, the Full Time Officer will attempt to inform any interested parties promptly and effectively.
- 2.5 In some cases, it may be necessary to communicate decisions to clubs and societies by phone call or message, to ensure the information is provided on time. In such cases, this will be followed up by an email that explains why the decision was taken. Decisions on grant funding are stored in the funding system on the Union website and are accessible to groups directly through this system.
- 2.6 In general, the Vice-President Democracy and Creative Industries will be responsible for this procedure. In some cases, it may be more relevant for the Vice-President Sports, or another Full Time Officer, to help with a particular issue. It is important that, whoever deals

¹ section 22, Education Act 1994. <http://www.legislation.gov.uk/ukpga/1994/30/section/22>

with a matter under this procedure, that decisions made are fair and consistent between clubs and societies.

- 2.7 The application of this procedure remains subject to the responsibility held by Trustee Board for the governance and budget of the Union.

3. Allocation of storage space

- 3.1 The provision of storage space within Union Buildings is extremely limited. At present, all the available space has been allocated to groups, and no more space is likely to become available in the foreseeable future.
- 3.2 Currently allocated storage space will be reviewed towards the end of each academic year, and groups may be asked to justify their continued use of that space if it appears that it is not being used efficiently and effectively.
- 3.3 It shall continue to remain the policy of the Union to attempt to identify more storage space where possible, and to work with the University to provide this.

How To: Storage & Equipment

susu.org/groups/admin/howto/storeequipment

4. Allocation of non-storage space

Union Buildings

- 4.1 The Union Buildings have various spaces which can be used by students and clubs and societies between 8am and 11pm (during term time). The Union can offer everything from bars to the cinema, meeting rooms and rehearsal space, and in order to ensure they are properly and fairly allocated, bookings should be made in advance.
- 4.2 Room hire is usually free for clubs and societies, although charges may be incurred for the hire of tech equipment or other services.

More information: Spaces

susu.org/whats-on-and-where/spaces/2013/our-spaces

More information: Space hire prices

susu.org/whats-on-and-where/spaces/2013/space-hire-prices

4.3

- 4.4 Bookings are made through the Union website, via the Room Bookings facility at <http://bookings.susu.org>.
- 4.5 In the case of particularly complicated bookings or bookings for events (where the services of Union departments are required, such as technical facilities, catering or bars), staff may be in contact with groups once bookings have been received to agree details and to fill out an event booking form if required. All queries of this nature should be sent to events@susu.org.

Block bookings

- 4.6 Block bookings are reoccurring weekly bookings for regular practice sessions. Owing to the nature of these bookings, requests must be made over the summer holiday for the academic year following, and space is then allocated for the entire year, according to this procedure. Block bookings are requested via the online Groups Hub.
- 4.7 Where possible, groups are provided with the space they have requested. Where requests conflict, the Vice-President Sports and Vice-President Democracy and Creative Industries will attempt to work with the relevant clubs and societies affected to see if compromises can be reached.
- 4.8 The Performing Arts Committee and Athletic Union Committee will be responsible for allocating timeslots in certain spaces. These timeslots and spaces will be confirmed by the relevant Vice-Presidents before the Committees' allocations are made.
- 4.9 In certain circumstances, it may be necessary to cancel block bookings. Where this arises the Union will endeavour to make the club or society aware two weeks before the booking. In exceptional circumstances, the Union reserves the right to cancel both one-off and block bookings with shorter notice.

Resolving clashes

- 4.10 In the event of a dispute arising or there being any conflict between bookings, staff will attempt to provide a solution that is acceptable to all parties. Where this cannot be achieved, the relevant Full-time Officer will make the decision.

Performing Arts Privately-booked Dance Sessions

- 4.11 A privately-booked dance session will be classed as when an individual requests a booking slot in the Multipurpose Studio (MPS) for an individual, or small group of people who are not practising in conjunction with a dance society.
- 4.12 Society bookings will take priority over private dance bookings in the MPS where necessary
- 4.13 If an individual requests to book over 5 hours of private dance sessions in 1 week, the VP DCI reserves the right to refuse these bookings, although it should be noted this right will only be enforced where the room is already in high demand from dance societies

4.14 Individuals booking private dance sessions will only be approved as much as 1 week in advance.

5. Advertising through the Union

5.1 The Union provides poster boards in Buildings 40 and 42 for clubs and societies to advertise events. There are also university managed noticeboards available at WSA, Halls, NOC, SGH and Avenue campuses.

5.2 Any affiliated clubs or societies posters should be stamped by the Activities Team to prove affiliation and content.

6. Allocation of Union Grants

6.1 Union Grants, often known simply as “Clubs and Societies grants”, is provided by the Union directly to affiliated clubs and societies.

6.2 Grants are not designed to cover the day-to-day running costs of the group. These should be covered by membership fees, fundraising or from other sources. Grants are designed to cover the costs of resources, specific pieces of equipment or trips that wouldn't otherwise be able to be provided by the group.

6.3 On average, the ratio of grant requests to available funds is 5:1 – for every £5 requested, only £1 is available to be allocated. This necessitates a stringent application and decision-making process when it comes to the allocation of funds.

How To: Apply for funding from the Union

[susu.org/groups/admin/howto/funding](https://www.susu.org/groups/admin/howto/funding)

How applications are made

6.4 The Union makes grants available to groups by means of three “rounds” each year. These rounds are:

- September (Round 1)
- December (Round 2)
- March (Round 3)

6.5 Applications are made online via the Groups Hub at www.susu.org/groups/admin. Applications should be agreed by the Committee of the club or society. The club or society must ensure that their bank account details on the Hub are up to date, as without these grants cannot be paid.

6.6 Clubs and societies have access to differing grant categories dependent upon their development level. Applications can be made under the following categories:

Developing

- **Core**
 - Core Grants are there for the improvement and development of Clubs & Societies, and to help support them in their activities. This is for contributions towards essential equipment that membership, subs and income for the club or society cannot cover
- **Community**
 - Community Grants are given out for Clubs & Societies wanting to engage with the local community in outreach, engagement and volunteering projects. This funding must be to facilitate the club or society in the community and cannot be given to community organisations directly
- **Collaboration**
 - Collaboration Grants are given across two or more Clubs & Societies for joint projects, events and activities they want to run. This can be applied for under multiple zones and approval will be needed from all clubs and societies involved.

Established

All the categories listed above (Developing), but also:

- **Tours & Competitions**
 - The Tours & Competitions Pot gives Grants for Clubs and Societies go out to participate in their activities. This pot can be used for competitions, tours, events, conferences and any other trips that will develop the club or society.
- **Zone Campaigns**
 - Zone Campaign Grants are available to Clubs & Societies who want to engage in campaigns and aims promoted and supported by their zone. Each year, the Zone committees will decide these campaigns and aims.
- **Capital**
 - Applications that require a single payment over £1000 are put into the Capital Pot. Capital Grants are decided on by the Union's Trustee Board rather than the Zone committee. All capital equipment remains strictly the property of the Students' Union

What we do and don't fund

6.7 Owing to the wide range of grant requests we receive and the unique nature of each, it is not possible to provide an absolute list of what will and will not be funded. The table below provides some examples of grants that are not provided by the Union.

Item	Reasoning
Purely social tours and events	Tours with joint social and developmental purpose are acceptable. Social events must further the group's aims.
Profit-making events	The Union doesn't subsidise events that clubs and societies will make money on (with the exception of fundraising).
Non-student campaigns	As a students' union, Union funds must be spent on activities that directly affect the lives of our students.
Food, drink and general consumables	Students should fund food and drink themselves. Consumables includes items such as batteries or bulbs
Direct donations to other charities	The Union can facilitate fundraising for charities but can't make direct donations itself.
Application that only benefits a small number of members (including personal items i.e. committee t-shirts))	Items should benefit members generally (current and future).
Facilities already provided by the Union (space, website hosting)	The Union provides many facilities free of charge already.
Flyers and leaflets	As decided by all-student vote in the Annual General Meeting in 2016, the Union no longer provides funding for flyers and leaflets, as they are unsustainable forms of promotion. Consideration should instead be given to other forms of publicity.

6.8 The Sports Development Zone Committee and the Performing Arts Committee have further guidelines relating to specific allocations within their Zones, which may be found in Appendices B and C. These guidelines are approved by Clubs and Societies Committee to ensure consistency across the Zones.

What we cannot fund by law

6.9 Expenditure from Union funds is restricted by law to those things that are within the objects of the Union:

“3.1 The Union's objects (the "Objects") are the advancement of education of students at the University of Southampton for the public benefit by:

- 3.1.1 promoting the interests and welfare of members at the University of Southampton (the "University") during their course of study and representing, supporting and advising members;
- 3.1.2 being the recognised representative channel between members and the University and any other external bodies;
- 3.1.3 providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its members;
- 3.1.4 promoting and facilitating students' involvement in their wider community; and
- 3.1.5 raising funds for other charitable organisations.

3.2 The Objects are to be carried out in complete independence of all religious and political groups and in such a manner as not to discriminate unreasonably between members.”²

- 6.10 The restrictions imposed by the objects mean that the Union has to give careful consideration when funding groups that have religious or political purposes, within the broadest definition of the phrase. They do not prevent the Union from funding political or religious student groups, but any funding must be in order to advance the objects of the Union, and not the objects of the political party or religion. In cases where these overlap (as they often will), the primary purpose must be established.
- 6.11 For example, the Union could fund travel for a political society to go on a trip to Parliament, because that would mainly advance objects 3.1.3 and 3.1.4 above. However, the Union could not fund travel for a political society to go door-knocking or canvassing, because this would be an explicitly political activity that would mainly advance the objects of that political party, rather than those of the Union.
- 6.12 Similarly, the Union could fund travel for a campaigning society to go to a conference related to that campaign, because that would mainly advance objects 3.1.3 and 3.1.4. However, it could not fund travel for a society to participate in a march as part of a (non-student) campaign, because that would be an explicit campaigning activity that would mainly advance the objects of that campaign, rather than those of the Union.
- 6.13 Although the Union, as a charity, can raise funds for other charitable organisations, our funds must be applied to our charitable objects, so this means that we cannot make direct donations to other charities unless their charitable objects are within our objects (which is unlikely to occur). In practice, this means that where student groups ask for funding to be used in connection with a charity, the Union must be confident that that that funding goes no further than facilitating further fundraising – it must not itself be a donation.

How funds are allocated

- 6.14 The responsibility for allocating grant funding to clubs and societies lies with Zone Committees. In every instance, grant funding requests must be approved by the relevant Zone Committee.

² [Memorandum & Articles of Association](#)

- 6.15 Applications will only be considered outside the funding cycle in exceptional circumstances, such as where a requirement for funding has arisen after the previous deadline for funding requests, and the event or activity is to be held before the next round. Such applications should be made in writing to the relevant Sabbatical Officer via email and must be approved by the Zone Committee, though this may be done electronically.
- 6.16 Applications are considered by Zone Committees. Groups will be notified of the decisions as soon as reasonably practicable.
- 6.17 The Performing Arts Committee will consider funding requests made by Performing Arts groups in the first instance, and report to the Creative Industries Zone Committee their recommendations. Recommendations for funding in excess of the guidelines in Appendix C will be specifically highlighted to the Zone Committee.

7. Capital funding

- 7.1 Groups may make applications for Union Grants which would be better dealt with as capital expenditure. Capital expenditure is where a physical item or items together cost more than £1,000, and will be used over a long period of time. This reflects the fact that the benefit the groups get from the equipment will last for many years, and so should not be charged all at once.
- 7.2 In such circumstances, the Union will buy the equipment upfront, and then the cost will be paid off, each year, over a number of years (usually between 5-10) directly from the Zone budget (this is known as “depreciation”).
- 7.3 The repayments will be considered as grants allocated to that group when it comes to assessing any other applications they may make during the period of time in which the repayments are being made.
- 7.4 Where capital funding is identified as being the most appropriate means of funding for an item, the relevant Sabbatical Officer will work with the group and the Union’s Finance Department to agree terms on which an application may be made.
- 7.5 All applications for capital funding will be made through the Finance Sub-Committee of Trustee Board. A representative of the group will be invited to present the application and answer questions. The group will be notified as soon as is reasonably practicable.
- 7.6 Any capital equipment remains the property of the Students’ Union and not the individual Club or Society

8. Provision of loans

- 8.1 The Union is occasionally able to offer loans to clubs and societies to assist in the purchase of particularly expensive items of equipment or particular events.
- 8.2 A suitable repayment plan must be agreed between the club/society, Zone and member of senior staff before a loan can be made. The club or society will remain liable for the amount

until it is paid in full, and should problems arise they must contact the Union and request an amendment to the terms.

- 8.3 A failure to repay a loan owned to the Union may result in the withdrawal of services or the suspension of the club or society.

9. Provision of web hosting and email accounts

- 9.1 The University provides “generic” email accounts to student groups. These usually take the form of “[abbreviation@soton.ac.uk](#)”; for example, “[sullc@soton.ac.uk](#)”.
- 9.2 Generic email accounts are administered by the University, and applications must be authorised by Student Activities. Clubs/Societies should use [activities@susu.org](#) as the authoriser’s details

How To: Create a generic email account

susu.org/groups/admin/howto/email

- 9.3 The Union provides web hosting services to Clubs and Societies, free of charge. The Technology Department in the Operations Directorate administer this service, and may be contacted via [hosting@susu.org](#).

How To: Get website hosting

susu.org/groups/admin/howto/WebsiteHosting

10. Hiring of equipment

- 10.1 The Union is able to provide various forms of technical equipment to Clubs and Societies in connection with room bookings and events. Clubs and Societies are charged on a cost recovery basis for these services.

More information: Technical hire prices

susu.org/whats-on-and-where/spaces/2013/technical-hire-prices

11. Hiring of minibuses

- 11.1 In general, the minibuses are available to be booked on a first-come, first-served basis. Bookings are made directly via the Union website at [bookings.susu.org](#)

How To: Bookings

susu.org/groups/admin/howto/bookspace

Wednesday afternoons

- 11.2 To make sure that our Clubs and Societies are able to compete and perform to their best ability, the Union applies a different procedure to Wednesday afternoon facility and vehicle bookings. The procedure is designed to ensure that Clubs and Societies representing the Union and the University of Southampton in competitions on Wednesdays are supported as much as possible.
- 11.3 You can find this procedure in Appendix A.

More information: Our vehicles

susu.org/whats-on-and-where/spaces/2013/our-vehicles

How to: Book facilities/transport for fixtures

susu.org/groups/admin/howto/booking

12. Resolution of problems

- 12.1 The allocation of resources, including in particular grants, is only carried out when detailed and thorough consideration has been given to the circumstances of each request.
- 12.2 In some circumstances, the Union may not be able to meet (in part, or in full) particular requests. This may be down to a lack of space or funds available. Where an application for grant funding is rejected, a reason will always be given.
- 12.3 Wherever a request for resources, whether grants or otherwise, is unable to be met, the relevant Full Time Officer will always be pleased to meet with the group in question and discuss any problems that may have come up, and offer advice on improvements or alterations that may be made in future to resolve this.

APPENDIX A: Allocation of minibuses for Wednesday afternoons

12.1 The Blue, Orange, Green and Pink minibuses are available for student groups taking part in competitive events (whether sporting or non-sporting).

12.2 The Purple minibus is available for any student group not doing competitive activities (e.g. training/socials/trips).

Allocation

12.3 The competition minibuses are allocated, following an application process, by Student Activities and with the approval of the Vice-President Sports Development. In the case of a conflict arising, the Vice-President Sports Development shall allocate the minibuses.

12.4 The non-competition minibus is allocated by Facilities on a first-come, first-served basis. In the event of a conflict arising, the Vice-President Democracy and Creative Industries shall allocate this minibus.

Application process

12.5 Student groups wishing to book a competition minibus must do so on Thursday evening by emailing Student Activities (fixtures@susu.org). Applications must be received by 8am on Friday morning.

12.6 Student Activities will allocate the minibuses according to the criteria below by mid-day on Friday. Once allocated, the Club Captains will be informed, and the bookings are put on the Union website to be viewed.

12.7 Unless there is a free minibus, no student group will get multiple minibuses.

How is priority decided?

12.8 The following factors are considered, in descending order of priority:

1. Whether there is a better/more suitable alternative method of transport (e.g a car if only 4 people are in a team, good public transport links)
2. The distance involved (greater priority is given to those traveling furthest)
3. The level of competition (greater priority for those who are competing at a higher level, or may get fined for not fulfilling their place in the competition).
4. Whether the competition can be re-arranged to another time.
5. Whether attendance at the competition benefits the reputation of the Union.

APPENDIX B: Sports Development Zone funding guidelines

Core	
<p>This includes the following;</p> <p><u>Equipment</u> <i>Please provide an inventory of what your club already owns and why you need this equipment. If we can't work out what it is for or why you need it we will not approve the request.</i></p> <ul style="list-style-type: none"> • Essential equipment that cannot be funded through membership fees • Essential Safety Equipment • Appropriate maintenance costs that cannot be afforded through membership fees <p><u>Coaching & Coaching Courses</u> <i>Clubs should provide a full breakdown of coaching costs and hourly pay rates and any relevant qualifications/experience of coach. Clubs should look to appoint appropriately qualified coaches.</i></p> <ul style="list-style-type: none"> • Support for coaching (capped): <u>Teams</u> – Up to 100% 1st Team, up to 50% of 2nd Team and subsequent teams. <u>Individual Sports</u> – Up to 100% for club's most senior level coach, and up to 50% of any subsequent coaches. • Coaching grant caps are as follows (note these are a maximum, the committee will only allocate what they deem to be appropriate and fair): Up to £4000 annually for any single club Up to £1500 per coach, regardless of level Up to £20 per hour for any coach • Preference is given to student coaches. • Evidence of relevant qualifications/experience should be provided • For individual sports, please provide information on how many individuals one coach covers during sessions • Maximum 22 weeks (11 per semester) of coaching funds will be contributed (please advise of dates in application) • Coaching Course – Up to 100% of 1 person who will stay with club for 18 months + (or 50% each of 2 people) 	<p>The following things <u>will not</u> be awarded in this grant pot (or any others);</p> <p><u>Equipment</u></p> <ul style="list-style-type: none"> • Bunfight/promotional/marketing materials/posters/banners • Personal items (e.g. water bottles, social clothing, personal playing kit, sticks and racquets) • Club owned playing kit – due to the high costs involved with offering this to all clubs • Replacement of equipment without an adequate explanation of expected lifespan and reasons for damage <p><u>Coaching and coaching Courses</u></p> <ul style="list-style-type: none"> • No payment of coaches travel expenses unless the coach is a volunteer coach (in which case, a contribution, not full expenses covered) • Pre-season coaching • Any coaching outside of official training or fixture time <p><u>NGB Affiliation and Insurance</u></p> <ul style="list-style-type: none"> • Personal affiliation of an individual to a NGB. This must come out of club membership fees. • Insurance (as we cover the majority of insurance. Exceptions made when insurance and NGB affiliations are intertwined) <p><u>Training</u> <i>As Clubs that use S&W facilities have to pay a significant sum for S&W membership, for parity external facilities will not be contributed to for clubs that train externally.</i></p> <ul style="list-style-type: none"> • Travel to training or social activities • Hire of any external training facilities (as we make students pay for their facility through Sport and Wellbeing membership) <p><u>Other</u></p> <ul style="list-style-type: none"> • Any contribution to social events • Any type of officiating course • Strength and conditioning sessions. Note- these sessions are available to

<p><u>National Governing Body Affiliation</u></p> <ul style="list-style-type: none"> Affiliation to NGB up to 100% for club, not individual 	<p>groups that are selected to receive focus sport status.</p> <p>The AUC will not award grants for any retrospective request in any pot.</p>
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Competition	
<p>This includes the following;</p> <p><i>The AUC will only grant money towards competition that we deem to be an effective use of grant money.</i></p> <ul style="list-style-type: none"> Up to 100% of BUCS entry fees where not paid by the Union already and up to 50% of travel* Up to 100% of any other league or competition entry fees and up to 50% of travel* if you don't participate in BUCS (or if you do compete in BUCS: only if the competition is demonstrated to be of reasonable value for money and benefit to the members of the club) Hire of external facilities for matches/fixtures where the Uni/the Union are unable to provide them (clubs must provide links to relevant NGB or league regulations if alternative arrangements need to be made in this case) <p>*For travel costs please breakdown the cost including how many miles travelled and how many people traveling. Car mileage = 25p per mile. Minibus mileage = 40p per mile.</p>	<p>The following things <u>will not</u> be awarded in this grant pot (or any others);</p> <ul style="list-style-type: none"> BUCS teams' league entry fees will be paid by the Union directly (so no need to apply). Clubs affected listed here. Additional competitions (BUCS or otherwise) the AUC deems to be unjustified Travel fees for coaches and officials (if required) to attend competitions Referee/Umpire/Official fees Travel to an unknown location Costs for an event that you haven't qualified for yet Entry for more than 25 individual competitors for individual entry competition Accommodation Match teas (if required) Kit – e.g. playing kit (when not provided by sponsors), casual kit e.g. tracksuits and Personal playing kit (e.g. personal protective equipment, footwear and bat/racket/stick) Costs for a group to run their own competition Coaching costs, if there are only a low number of members in the club. Facilities hire, if the union can offer facilities to the club already. To pay for a minibus driver (for legal reasons) Social trips and tours (this includes AU tour)

Please provide as much information as possible and ensure you stick to the grant guidelines to save time for the Athletic Union Committee who will be reviewing your application. In short, if your application is not one of the following **we will not** award a grant for it:

- Equipment
- Maintenance
- Coaching
- Coaching courses

- Club NGB affiliation
- Competition entry
- Competition travel
- Competition venue hire

The AUC are much more likely to approve applications where we have seen evidence of the club being more efficient, collaborating, or making efforts to be more sustainable whilst staying within the guidelines in all applications.

Due to a drop in student numbers, SUSU has been forced to find £100,000 in savings across the organisation ahead of the next financial year. Whilst the Sports Zone has been affected by this cut, we have prioritised club funding and we are happy to report that our Sports Zone grant budget has stayed at the same level as 2017/18.

We still urge clubs to be as informative as possible with your application as the Sports Zone grant pot is the most over-subscribed in the Union. Grants are awarded on merit - they are not an entitlement and clubs should not assume that they will receive anything. You should be prepared to consider raising club membership appropriately to cover potential shortfalls in grant allocations, and we recommend aiming to make a small surplus on the year as a buffer in case you don't receive the same level of grants in future.

The Students' Union remains committed to providing the tools for clubs and societies to offer as many opportunities to their membership as possible. If you require any advice on any aspect of running a club whether it is finance, insurance, legal, democracy or otherwise, we are here to support you and are happy to help.

Steve Gore

VP Sports

University of Southampton Students' Union

APPENDIX C: Performing Arts Committee funding guidelines

- For the purpose of grant allocation procedure, all performing arts societies will be considered exclusively to be in one of the following three categories: *Music society*, *Dance Society* or *Theatrical society*
 - The Stage Technician's Society (StageSoc) will not be considered as the above and the specific allocation procedures for each category will not apply to their funding applications
- All caps on grant allocation are per the Union's financial year (not per funding round)
- Applications for grants towards collaborative purchases or events between two or more societies should fill out the collaborations section of the application form. However, each cap is per applying society
- We cannot allocate grants towards advertisements, publicity or promotional materials of any kind
- Grants are awarded on merit - they are not an entitlement and societies should not assume that they will receive anything. The Creative Industries Zone is much more likely to approve applications where we have seen evidence of the club being more efficient,

collaborative, or making efforts to be more sustainable whilst staying within the guidelines in all applications.

Music Societies

- The following caps and guidelines on grant allocation shall be in place for all Music Societies:
 - **Music coaching: £750**
 - A 'Music coaching' grant can be allocated towards financing the services of any external or internal, qualification holding professionals who are providing a coaching service to a Music society which could not be provided to the same or a similar standard by a student or community volunteer
 - *We cannot grant towards payment of students or non-professionals who could/would also be members of the society. This does not prevent societies from paying these members for their services themselves should they so wish.*
 - This includes a society's regular musical director, or any professionals hired to visit for workshops organised by a society from time to time
 - This grant cannot be allocated if the coaching service provided can be considered part of a committee position for that society
 - This grant cannot be allocated to anyone who will be coaching to directly augment any form of academic progress
 - This grant cannot be allocated towards travel, accommodation or consumables
 - **Sheet music: £200**
 - This grant can be allocated towards externally hired scores, or scores printed from the public domain if this would be more financially sustainable than hiring the same scores externally
 - **Venue Hire: £700**
 - This grant can be allocated towards the hire of a venue for a public musical performance or other public event
 - This grant cannot be allocated if the committee considers the venue proposed to be unsuitable for the society applying for the grant or the event proposed. This will be at the discretion of the Performing Arts Committee, and the VPDCI will have the final decision.
 - This grant cannot be allocated towards events which do not include any obligatory cost to patrons, such as (but not limited to) entry/ticket costs.
 - *Your application may not be approved if we do not foresee your event breaking even after receiving a grant.*
 - This grant cannot be allocated towards rehearsal space hire
 - There is an additional limit of £350 per application in this category
 - **Tours and competitions: £500**

- This grant can be allocated towards a society trip which is open to all society members
- This grant can be allocated towards entry costs of a competition open to all members or a fairly auditioned group of members
- This grant cannot be allocated if the committee and the VPDCI deem that attendees of the trip/competition are not already paying a reasonable amount towards the trip/competition themselves
 - *Please provide with your application full details of the cost of the trip, including the number of attendees and precise cost to each individual attendee*

Theatrical Societies

- The following caps and guidelines on grant allocation shall be in place for all Theatrical societies:
 - **Workshops and coaching: £250**
 - A 'Theatrical Workshops and Coaching' grant can be allocated towards financing the services of any external or internal, qualification holding professionals or companies who are providing a coaching service to a Theatrical society which could not be provided to the same or a similar standard by a student or community volunteer
 - *We cannot grant towards payment of students or non-professionals who could/would also be members of the society. This does not prevent societies from paying these members for their services themselves should they so wish.*
 - This grant can be allocated towards a professional's rate for their coaching service
 - This includes any visiting professional or company who are making a one-off visit to run a workshop which could be considered to further the aims of the society
 - This expressly does not include a society's regular musical director, director, or any other role which could be considered part of a student production team for any given performance.
 - This grant cannot be allocated if the coaching service provided can be considered part of a committee position for that society
 - This grant cannot be allocated to anyone who will be coaching to directly augment any form of academic progress
 - This grant cannot be allocated towards travel, accommodation or consumables for visitors
 - **Costumes and props: £200**
 - This grant can be allocated towards the purchase of costumes and/or props, or materials to create them
 - This grant cannot be allocated towards one-off hires of costumes or props, except where these items cannot be sourced elsewhere.

- *Exceptions will be considered for very specialised items.*
- **Venue Hire: £750**
 - This grant can be allocated towards the hire of a venue for a theatrical society performance
 - This grant cannot be allocated towards the hire of space if the society applying is reasonably able to use a cheaper or free space
 - *This grant is not intended to allow societies with an allocated performance slot in the Annexe Theatre to forgo that slot to use another space.*
 - *This grant is able to support the Theatrical Society who are hiring the Nuffield Theatre for the annual performance week scheduled for a Union Performing Arts society.*
 - This grant cannot be allocated if the committee considers the venue proposed to be unsuitable for the society applying for the grant or event that they are planning in that venue.
 - This grant cannot be allocated towards events which do not include any obligatory cost to patrons, such as (but not limited to) entry/ticket costs.
 - *Your application may not be approved if we do not foresee your event breaking even after receiving a grant.*
 - This grant cannot be allocated towards rehearsal space hire
 - This grant cannot be allocated towards costs payable by a society to the Stage Technician's Society for technical support in the Annexe Theatre
- **Tours and competitions: £500**
 - This grant can be allocated towards a society trip which is open to all society members
 - This grant can be allocated towards entry costs of a competition open to all members or a fairly auditioned group of members
 - This grant cannot be allocated if the committee and the VPDCI deem that attendees of the trip/competition are not already paying a reasonable amount towards the trip/competition themselves
 - *Please provide with your application full details of the cost of the trip, including the number of attendees and precise cost to each individual attendee*

Dance Societies

- Applications made towards Dance Competitions attended by multiple societies will be made by the Dance Committee, and not by any individual Dance society. Eligible competitions will be determined by the Dance Committee and the VPDCI at the beginning of each funding year. These applications will not be considered against any cap.
- Applications made towards the annual event Pure Dance will usually be made by the Dance Committee. These applications will not be considered against any cap.

- The following caps and guidelines on grant allocation shall be in place for all Dance societies:
 - **Dance coaching: £800**
 - A 'Dance coaching' grant can be allocated towards financing the services of any external or internal, qualification holding professionals who are providing a coaching service to a Dance society which could not be provided to the same or a similar standard by a student or community volunteer
 - *We cannot grant towards payment of students or non-professionals who could/would also be members of the society. This does not prevent societies from paying these members for their services themselves should they so wish.*
 - This includes a society's regular coach or tutor, or any professionals hired to visit for workshops organised by a society from time to time
 - This grant cannot be allocated if the coaching service provided can be considered part of a committee position for that society
 - This grant cannot be allocated to anyone who will be coaching to directly augment any form of academic progress
 - This grant cannot be allocated towards travel, accommodation or consumables for visitors
 - **Costumes/Props: £300**
 - This grant can be allocated towards the purchase of costumes and/or props, or materials to create them
 - This grant cannot be allocated towards one-off hires of costumes or props, except where these items cannot be sourced elsewhere.
 - *Exceptions will be considered for very specialised items.*
 - **Tours and competitions: £500**
 - This grant can be allocated towards a society trip which is open to all society members
 - This grant can be allocated towards entry costs of a competition open to all members or a fairly auditioned group of members
 - This grant cannot be allocated if the committee and the VPDCI deem that attendees of the trip/competition are not already paying a reasonable amount towards the trip/competition themselves