



UWA STUDENT GUILD CLUB GRANTS POLICY

Application of policy

1. This policy applies to Clubs affiliated to the Societies Council (SOC).

Definitions

2. **Clubs** means all clubs, societies and other groups affiliated to SOC, excluding Faculty Societies;
3. **Committee** means the SOC Committee;
4. **Grant** means any grant offered by SOC, including but not limited to Orientation Day Grants (O-Day Grants), Special Project Grants, Semester 1 and 2 Grants, and Club Event Support Grants (also known as Lion Nathan Grants);
5. **UWA Student Guild (the Guild)** means the UWA Guild of Undergraduates as defined in the *University of Western Australia Act 1911* (WA).

Policy objectives

6. The objectives of this policy are:
 - a. To maintain the financial transparency and accountability of Guild processes;
 - b. To provide the SOC Committee with guidelines for the fair and equitable distribution of grants;
and
 - c. To provide certainty and consistency within the grants process.

Distribution of club grants

7. Each year the Guild Budget shall specify a particular amount of money to be distributed to the following:
 - a. O-Day Grants;
 - b. Special Project Grants;
 - c. Semester 1 and 2 grants; and
 - d. Club Event Support Grants (Lion Nathan Grants).

Orientation Day Grants

8. Each year Clubs shall have the opportunity to claim O-Day Grants for the purpose of reimbursing the cost of holding a club stall on O-Day.
9. To apply for an O-Day Grant, Clubs shall do either one of the following: :
 - a. The Club shall send an email to the SOC Treasurer by the due date which includes both the name of the Club, and a spread sheet including both the names and student numbers of students that the Club signed up as members on O-Day for the current year; or
 - b. The Club shall complete and submit the relevant forms on the Guild Clubs website by the due date.
10. Clubs shall receive a prescribed amount for hiring a stall through the Guild on O-Day.
11. Clubs which elect to share the cost of hiring a stall are each individually eligible to claim O-Day Grants for the total cost of the hired stall.
12. There shall be a prescribed maximum amount that Clubs may claim, which will be contingent on:
 - a. The funds available for O-Day Grants; and
 - b. The cost of hiring a stall without a marquee from the Guild for O-Day.
13. The SOC Treasurer shall notify Guild Finance of the relevant O-Day Grant allocations so that funds may be distributed to the relevant Clubs as soon as possible.
14. The SOC Treasurer shall publicise the relevant O-Day Grant allocations by whatever means that officer sees fit.

Special Project Grants

15. Clubs shall have the opportunity to claim Special Project Grants throughout the university year.
16. The purpose of Special Project Grants is to fund Club events, activities or purchases that are of significant benefit to the Club's members and the promotion of its objects which require additional financial support.
17. To apply for a Special Project Grant, Clubs must complete and submit the relevant forms provided on the Guild Clubs website. Alternatively, Clubs may submit the forms in hard-copy to the SOC Executive.
18. Applications shall be considered twice a year at the discretion of the SOC Committee.
19. If the application is approved, the SOC Treasurer shall inform Guild Finance so that funds may be distributed to the relevant Club as soon as possible.
20. A club may only receive Special Project Grants of up to \$1,000 during a university year.

21. The SOC Treasurer shall publicise the relevant successful applications by whatever means that officer sees fit.
22. If a Club's application for a Special Project Grant is approved, that club must submit a final expenditure statement with receipts to the SOC Treasurer after the grant has been utilised.
23. If the SOC Treasurer is not satisfied that the relevant funds have been utilised fully or appropriately on the purpose specified in the grant application, the matter shall be referred to a meeting of the SOC Committee for review.
24. If the SOC Committee is not satisfied that the relevant funds have been utilised fully or appropriately on the purpose specified in the grant application, the Committee may require that the relevant Club return a specified portion of the funding to the Guild.

Semester 1 and 2 Grants

25. At the end of each semester, Clubs will have the opportunity to claim Semester 1 or 2 Grants for expenses incurred by the Club during Semester 1 and 2.
26. Subject to section 52, semester 1 and 2 Grants may be used to claim expenditure incurred for the purposes of the relevant Club.
27. To apply for a Semester 1 or 2 Grant, Clubs shall complete the relevant forms provided on the Guild website and submit them to the SOC Treasurer by the specified due date.
28. After the due date has lapsed, the SOC and Public Affairs Council (PAC) Committees shall hold a joint meeting to review all grant applications and distribute funds accordingly.
29. Clubs may not claim Semester 1 or 2 Grants for expenses incurred for the purposes of O-Day, unless those expenses have a continuing benefit for Club members e.g. Club t-shirts.
30. Clubs may not claim Semester 1 or 2 Grants for expenses incurred for the purposes of events or activities funded by Club Event Support Grants (Lion Nathan Grants) or Special Project Grants.
31. The SOC Treasurer shall notify Guild Finance of the relevant allocations so that funds may be distributed to the relevant Clubs as soon as possible.
32. The SOC Treasurer shall publicise the relevant Semester 1 or 2 Grant allocations by whatever means that officer sees fit.

Method of Distribution of Semester 1 and 2 Grants

33. The objectives of the method of distribution for Semester 1 and 2 Grants are:
 - a. To provide sustainable financial support to all Clubs; and
 - b. To provide funding for the growth of smaller or less self-sufficient clubs.
34. The method of distribution of Semester 1 and 2 Grants shall be based on Club expenditure.

35. Clubs shall receive a large proportion of smaller claims and a small proportion of larger claims.

36. An example of a method of distribution that complies with this policy is as follows:

<i>Claim bracket (claimed amount)</i>	Under \$100	\$100-\$300	\$300-\$500	\$500-\$1200	Over \$1200
<i>Percentage claimable</i>	55%	\$55 + 50% of amount over \$100	\$155 + 40% of amount over \$300	\$235 + 20% of amount over \$500	\$375 maximum
<i>Example</i>	\$100 claimed. \$55 grant.	\$200 claimed. \$105 grant.	\$400 claimed. \$195 grant.	\$1000 claimed. \$335 grant.	\$2000 claimed. \$375 grant.

37. The SOC Committee may adjust the claim brackets and/or the percentages claimable with regard to both the amount of Semester 1 and 2 Grant claims received, and the amount of funds made available in the Guild Budget.

38. The SOC and PAC Committees must distribute all funds made available for Semester 1 and 2 Grants.

Penalties affecting Semester 1 and 2 Grants

39. Penalties affecting Semester 1 and 2 Grants are as follows:

<i>Problem</i>	<i>Penalty</i>
Failure to send a delegate to any Societies Council Meetings (for the year).	Lapsing (not eligible for any Societies Council grants or benefits).
Failure to send a delegate to 3 or more Societies Council Meetings (for the year).	40% cut in semester grants for the year.
Failure to send a delegate to 2 Societies Council Meetings (for the year).	25% cut in semester grants for the year.
Failure to send a delegate to 1 Societies Council Meeting (for the year).	15% cut in semester grants for the year.
Failure to attend Treasurer Training.	40% cut in semester grants for the year.

40. The penalties outlined in the above table do not apply to Clubs who send apologies. Apologies must be sent at least 24 hours prior to the relevant Societies Council Meeting and include a reasonable explanation outlining why the delegate is unable to attend.

41. In addition to the penalties outlines in the above table, a 30% cut in total semester grants for the year shall apply to applications which have been received after the due date set by the SOC Committee.

42. No late applications shall be accepted once the distribution of grants has been agreed upon by the SOC and PAC Committees.

Club Event Support Grants (Lion Nathan Grants)

43. Clubs shall have the opportunity to claim Club Event Support Grants (Lion Nathan Grants) throughout the university year.
44. The purpose of Club Event Support Grants is to fund Club events or activities that are:
 - a. Being run for the first time; or
 - b. Significantly improved forms of previously run events or activities.
45. To apply for a Club Event Support Grant, Clubs must complete and submit the relevant forms provided on the Guild Clubs website. Alternatively, Clubs may submit the forms in hard-copy to Guild Finance.
46. Applications shall be considered at the next meeting of the SOC Committee.
47. If an application is approved, the SOC Treasurer shall inform Guild Finance so that funds may be distributed to the relevant Club as soon as possible.
48. The SOC Treasurer shall publicise the relevant successful applications by whatever means that officer sees fit.
49. Clubs which successfully apply for Club Event Support Grants must submit a final budget to the SOC Treasurer after completion of the relevant event or activity.
50. If the SOC Treasurer is not satisfied that the relevant funds have been utilised fully or appropriately on the event or activity specified in the grant application, the matter shall be referred to a meeting of the SOC Committee for review.
51. If the SOC Committee is not satisfied that the relevant funds have been utilised fully or appropriately on the event or activity specified in the grant application, the Committee may require that the relevant Club return a specified portion of the funding to the Guild.

Relevant considerations

52. This section applies to all Club Grants.
53. When assessing whether a particular expense may be claimed, the SOC and/or PAC Committees may have regard to the following:
 - a. The nature of the expense;
 - b. The nature of the event or activity;
 - c. The nature of the Club;
 - d. Other expenses or events or activities claimed;
 - e. Whether the Club received non-Guild financial or other support; and
 - f. The extent to which the event or activity promotes the Guild.

54. When assessing the nature of the Club, the SOC and/or PAC Committees may have regard to the following:
- a. The objectives or purpose of the Club;
 - b. Whether the Club allows membership of non-UWA students;
 - c. The length of time the Club has been in operation; and
 - d. Whether the Club has submitted all paperwork to the Guild necessary for the Club to be considered an active affiliate (e.g. Office Bearers' Form, Finance Form, and Club Constitution).
55. When assessing the nature of the event or activity, the SOC and/or PAC Committees may have regard to the following:
- a. The objectives or purpose of the event or activity;
 - b. Whether non-UWA students attended the event or activity;
 - c. Whether the event or activity was run on campus;
 - d. Whether the event or activity was running for the first time;
 - e. Whether the event or activity was run at a profit or loss; and
 - f. Whether alcohol was supplied at the event.
56. Expenses that Clubs may not claim include the following:
- a. Alcohol;
 - b. Fuel;
 - c. Parking expenses; and
 - d. Flights.

Relevant considerations for Orientation Day Grants

57. In addition to other relevant considerations, when considering O-Day Grants, the SOC Committee shall also have regard to the following:
- a. Whether the Club was compliant with O-Day Event Terms and Conditions; and
 - b. Whether the Club was compliant with staff instructions during the event.

Relevant considerations for Special Project Grants

58. In addition to other relevant considerations, when considering Special Project Grants, the SOC Committee shall also have regard to the following:
- a. Whether the Club has attended all Societies Council Meetings in that university year, or given sufficient apologies;
 - b. Whether the application endeavours to benefit all members of the Club; and
 - c. Whether the application would continue to assist in the future operations of the Club.

Relevant considerations for Club Event Support Grants (Lion Nathan Grants)

59. In addition to other relevant considerations, when considering Club Event Support Grants, the SOC Committee shall also have regard to the following:
- a. Whether the event or activity can be regarded as a new event; and
 - b. Whether the event or activity has been significantly improved compared to previously run forms of that event or activity.
60. When considering whether the event has been significantly improved, the SOC Committee may have regard to the following:
- a. The difference between the improved event or activity and the previously run form of the event or activity;
 - b. Whether the event will serve the interests of students;
 - c. The number of students likely to participate; and
 - d. Whether there are similar events run by other Clubs.

Conflicts of interest

61. If any SOC or PAC Committee member involved in the grants process has a conflict of interest that could reasonably give rise to a bias for or against any Club, that conflict of interest must be formally disclosed to the relevant Committee prior to the grants process.
62. A conflict of interest includes the following:
- a. Being a member of a Club Committee;
 - b. Being involved in a business or organisation that has been involved with a Club; and
 - c. Having a personal relationship with a member of a Club Committee.
63. If any SOC or PAC Committee member involved in the grants process has a conflict of interest that could reasonably give rise to a bias for or against any Club, and that conflict of interest is not formally disclosed to the relevant Committee prior to the grants process, the SOC and PAC Committees shall convene a joint meeting to decide on appropriate action to be taken.
64. Appropriate action includes the following:
- a. A warning;
 - b. Exclusion from the relevant grant process and/or other grants processes for that year; and
 - c. Expulsion from the SOC and/or PAC Committees.

Reasons for decision

65. Any Club may request that the SOC Committee provide reasons in writing for the distribution of grants in any university year.

Role of SOC and PAC Committees

66. Semester 1 and 2 grants shall be distributed in a joint meeting of the SOC and PAC Committees, and other grants shall be distributed by the SOC Committee. There must be a majority of the relevant Committees present at this joint meeting.
67. Decisions on grants should be made with consensus. In the event that a consensus decision cannot be reached, the SOC President shall make a final decision.
68. The SOC Committee may at their discretion, extend the specified due date for applications of any Grant.
69. The SOC Committee may withhold Grants to any Club where that Club has either:
 - a. Breached any written or oral agreement with the Guild; or
 - b. Breached the Guild Insurance Policy.
70. Any ambiguity or conflict in the application of this policy shall be resolved in a joint meeting of the Societies Council Finance Committee and the Governance Committee.

Approval by Guild Executive

71. Before the SOC Treasurer presents Grant allocations to Guild Finance for distribution, the allocations must be approved by the Guild Treasurer.

Appeals

72. Clubs shall have the opportunity to appeal the allocation of Grants funding.
73. This section applies to all Club Grants.
74. If a Club wishes to appeal the allocation of Grants funding, they must do the following:
 - a. Inform the SOC President that the Club wishes to appeal the allocation of Grants funding;
 - b. Outline which aspect of the allocation of Grants funding the Club wishes to appeal; and
 - c. State the Club's reasons for appealing the allocation as well as the action the Club wishes the SOC and PAC Committees to take.
75. Upon an appeal of the allocation of Grants funding, the SOC President shall convene a meeting of the Societies Council Finance Committee. This meeting shall comprise of a discussion of the appeal and a review of the allocation of funding
76. After the allocation of Grants funding has been reviewed, the SOC President shall inform the relevant Club of the decision.
77. A Club may only appeal an allocation of Grants funding once. For example, a Club may not appeal the allocation of the Semester 1 2010 Grants funding twice.