

# CRITERIA FOR PART OR FULL FUNDING

Societies must show the following to be eligible for funding. If not shown then **NO** funding will be allocated. **Funding is ONLY eligible for societies who have completed and submitted evidence of the following:**

- Society has 15 or more members
- Society has an elected committee of a least the following: President, Finance Officer and Communications Officer

## Part Funding

By agreeing to part fund the Union agrees to potentially fund up to an amount as specified in the financial guidance document. The society is required to fund the remainder of the amount follow contribution from the Students' Union from their society account.

## Full Funding

The Union has agreed to pay the full cost for the specific purpose to which the society has applied for funding.

Reason for Funding	Part Funding	Full Funding
<b>Affiliation Fee</b>	Not applicable as Students' Union will pay full cost if organisation/institution has been approved by our Trustees	<ul style="list-style-type: none"> <li>• Full funding will be given if the organisation/institution has met the criteria set out for the Union to affiliate.</li> <li>• Considerations for approval as follows (this is not a complete list)               <ul style="list-style-type: none"> <li>• Are there any moral or ethical dilemmas about joining?</li> <li>• What is the cost vs the benefit to the society?</li> <li>• Is it a National or local organisation/institution</li> <li>• Does the Union have a history/previous membership?</li> <li>• Are there any legal obligations for joining?</li> </ul> </li> </ul>
<b>Competition Fees</b>	<ul style="list-style-type: none"> <li>• Entrance is open to all members and evidence has been submitted to the Union.</li> <li>• Competition is in line with the society's</li> </ul>	Not Allowed at All

	<p>constitution</p> <ul style="list-style-type: none"> <li>• There are not sufficient places for 50% of members to attend.</li> <li>• Nature of the competition – is it in line with the society’s constitution.</li> <li>• The society be representing the Union/University and evidence has been submitted to show how.</li> <li>• The society has already received funding from another source.</li> <li>• Does the competition is in line with the rules as set out in CITY STUDENTS’ UNION Regulations</li> <li>• A notice period of less than 3 weeks has been given</li> </ul>	
<b>Conference Fees</b>	<ul style="list-style-type: none"> <li>• As Above</li> </ul>	<ul style="list-style-type: none"> <li>• As Above</li> </ul>
<b>Travel Cost for Competitions</b>	<ul style="list-style-type: none"> <li>• Students attending are City University London current students and full members of the society.</li> <li>• The society has already received funding from another source</li> <li>• The Society will be representing the Union/University</li> <li>• Is the mode of travel private</li> <li>• The competition fits with the rules as set out in the Regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Not Allowed at All</li> </ul>
<b>Travel cost for Conferences</b>	<ul style="list-style-type: none"> <li>• As Above</li> </ul>	<ul style="list-style-type: none"> <li>• As Above</li> </ul>
<b>Venue Hire Social Events</b>	Not Allowed at All	<b><u>Not eligible for full funding AT ALL</u></b>
<b>Travel Cost for Social Events</b>	Not Allowed at All	<b><u>NOT Eligible for full funding AT ALL</u></b>
<b>Venue Hire for Non-Social Events</b>	<ul style="list-style-type: none"> <li>• SU has confirmed that no suitable space is available at City.</li> <li>• Society has given a minimum of 4 weeks’ notice for the event.</li> </ul>	<ul style="list-style-type: none"> <li>• SU has confirmed that there is no suitable space at the Uni to hold the event.</li> <li>• Society has given the SU a minimum of 4 weeks’ notice before the start date of the event.</li> </ul>

	<ul style="list-style-type: none"> <li>• Contract for the venue hire has been approved and signed by the Union</li> <li>• Event MUST be open to ALL Society members.</li> </ul>	<ul style="list-style-type: none"> <li>• Venue has been approved by the SU and contract signed by SU staff member</li> <li>• All risks associated with the event have been evaluated and recorded. Risk of event is low. If higher NO funding is available.</li> <li>• Event is open to either all society members and City Staff and students only.</li> <li>• Event purpose complies with society constitution</li> <li>• Event does not conflict with any Union or University event or purpose of another department, rules or regulations</li> </ul>
<b>Travel Cost for Non Social Events</b>	<ul style="list-style-type: none"> <li>• Travel is for full society members only</li> <li>• Event taking place fits with society constitution</li> <li>• Travel is taken by public transport only</li> <li>• Event complies with Union rules and regulations</li> <li>• Additional funding has not been received by the society.</li> <li>• Society has given a minimum of 3 weeks' notice to SU before date of travel.</li> <li>• 25% of members or over must be travelling</li> <li>• Event must have an educational/teaching aspect and evidence submitted to the Union</li> </ul>	Not Allowed at All
<b>Travel cost to meetings</b>	<ul style="list-style-type: none"> <li>• Society has received an invitation to attend a meeting and evidence submitted to the Union.</li> <li>• There is a clear benefit to the society as a whole by attending the meeting and evidence has been submitted to the Union.</li> <li>• President and two other committee members only to attend the meeting</li> <li>• The meeting is being held to help organise an event which the SU has</li> </ul>	<ul style="list-style-type: none"> <li>• Society has received an invitation to attend a meeting and evidence submitted to the Union.</li> <li>• There is a clear benefit to the society as a whole by attending the meeting and evidence has been submitted to the Union.</li> <li>• President and two other committee members only to attend the meeting</li> <li>• The meeting is being held to help organise an event which the SU has been informed off and approved as per Union regulations</li> <li>• The mode of travel is public.</li> </ul>

	<p>been informed off and approved as per Union regulations</p> <ul style="list-style-type: none"> <li>• At least 1 weeks' notice has been given to the SU before the date of travel</li> </ul>	<ul style="list-style-type: none"> <li>• At least 1 weeks' notice has been given to the SU before the date of travel</li> <li>• The meeting is being held in the London area only</li> </ul>
<p><b>Meetings or Events held at City</b></p>	<ul style="list-style-type: none"> <li>• Event is being attended by City or other University staff or students</li> <li>• Event being held is in line with societies constitution</li> <li>• A minimum of 2 weeks notification has been given to the SU</li> <li>• Money spent must be on aspects of the event which falls under the Union regulations –i.e. No money can be given for catering cost, gift or prizes or speaker fees</li> </ul>	<p><b><u>NOT Eligible for full funding AT ALL</u></b></p>