

**Imperial College Union  
Activities Development Fund (ADF)  
CSPB / December 2020**

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## 1. Introduction

- 1.1. The Activities Development Fund (ADF) was created in 2014 for Clubs, Societies & Projects (CSPs) to use throughout the year.
- 1.2. A CSP contingency policy was also created in 2014. Contingency is used to cover unforeseeable expenses which would significantly impact upon the financial health of a Club, Society or Project and prevent them from fulfilling their Aims & Objectives. All contingency has been allocated from the ADF pot for the last 4 years.
- 1.3. CSPB has two sub-committees as of the 2020/21 Academic Year; these are the Societies & Projects Board (SPB) and the Sports Clubs Board (SCB). This needs to be reflected in both policies
- 1.4. The aim of this paper is to amalgamate and update these two policies, describe how to use the fund, and provide guidance to groups and individuals when writing and considering applications.

## 2. Purpose & Scope

2.1. The main purposes of the ADF are:

- 2.1.1. **Activity development** - Provide a route for CSPs to cover the cost of new or growing activities throughout the year
- 2.1.2. **Equipment cover**- Perform the role of insurance for equipment
- 2.1.3. **Unforeseeable expenses** - Cover expenses that could have not been foreseen. This includes equipment and events that went through the correct channels of approval and purchasing yet incurred a loss that could not have been realistically avoided.

### 2.2. Activity Development

- 2.2.1. Budgeting is done annually by the previous committee in the last academic year.
- 2.2.2. The current committee of a group may wish to seek funding for a new or growing event, team, competition and so on.
- 2.2.3. The activity must be inline with the criteria used during annual budgeting in the previous academic year.
- 2.2.4. The activity must align with the CSPs core aims and objectives.

### 2.3. Equipment Cover

- 2.3.1. Contingency can be used to cover the costs of equipment that is lost, stolen or accidentally damaged only if all avenues to recover costs from third parties or relevant insurance have been exhausted.
- 2.3.2. It will not cover equipment that has failed due to wear and tear. Budgets should be designed to take into account the maintenance and replacement of equipment.
- 2.3.3. It will not cover equipment that has failed due to insufficient or incorrect maintenance.
- 2.3.4. It will not cover damage or loss due to negligence or careless use.

2.3.5. Stolen equipment will only be covered when stolen from a secure storage location. A crime reference number must be included in the contingency request.

#### 2.4. Unforeseeable Expenses

2.4.1. These are unexpected expenses that could not reasonably have been foreseen or budgeted for and includes those relating to equipment as detailed in the equipment section.

2.4.2. With all activities and events there is inevitably an element of unknown. Budgets should be designed to take this into account.

2.4.3. They will not include expenses due to negligence including missing deadlines.

2.4.4. They will not include expenses due to lack of reasonable knowledge or information that can be easily obtained.

### 3. **Source**

3.1. The size of the fund will be set annually at the first joint SPB and SCB meeting and the following should be considered:

3.1.1. The demand and amount of funding awarded in previous years,

3.1.2. The amount of funding distributed in the current year and any outstanding requests,

3.1.3. Any external factors in the next academic year which may place additional demand on funding, or conversely may reduce the need,

3.1.4. Any changes that have been made to the budgeting policies and the impact that may have on eligibility for receiving funding

### 4. **Eligibility & Guidance**

4.1. All Clubs, Societies & Projects are eligible to apply to the fund.

4.2. There may be ring-fenced amounts for certain projects, programs, initiatives and so forth.

4.3. The Committee will endeavour to ensure as many Clubs, Societies & Projects can benefit from the fund and that funding is not immediately exhausted.

4.4. The Committee will open six application rounds every year (on average 2 per term).

4.5. The committee shall vote on applications within one month of the application deadline.

### 5. **ADF Committee**

5.1. The fund is allocated by the Activities Development Committee, a sub-committee of CSPB which will meet as required after every application round.

5.2. Where appropriate the DPCS may decide to accept applications to the fund at regular meetings of CSPB.

5.3. The ADF committee shall be chaired by the DPCS or their chosen (student) representative.

5.4. There shall be five other voting members of the ADF committee elected by CSPB from members of the current sub-committees (SCB and SPB) of all MGs / CUs.

5.4.1. Members of SPB and SCB must receive notice of this election at least 5 working days preceding the meeting.

5.4.2. This shall occur at the first CSPB meeting of the year.

5.4.3. It is recommended that the committee should contain:

5.4.3.1. One member from an MG in SPB,

5.4.3.2. One member from a CU,

5.4.3.3. One member from SCB,

- 5.4.3.4. One member from a non-SK campus.
- 5.5. During any period where a committee cannot be elected, the Chair may take whatever measures they deem necessary to make decisions on the NAC's behalf, but these measures must be reviewed at the next NAC meeting.

## **6. Application Process**

- 6.1. A contingency claim may be made for a future purchase or expenditure incurred in the last 6 months.
- 6.2. Clubs who have already made expenditure are not guaranteed contingency funds.
- 6.3. A written application form must be completed and submitted to the Chair of the Committee and must contain the following information:
  - 6.3.1. Details of the CSP,
  - 6.3.2. A detailed description of why the money is required and how it will help achieve the groups Aims & Objectives,
  - 6.3.3. Details of other funding sources sought and used,
  - 6.3.4. A budget outlining all related Income and Expenditure.
- 6.4. In the case of a contingency claim, the application should contain enough detailed information for the following to be taken into account when considering a claim:
  - 6.4.1. The cost incurred
  - 6.4.2. Explanation of how the cost came about
  - 6.4.3. Remedial action taken to reduce cost
  - 6.4.4. Details and explanation of current financial situation including self-generated income and action taken to source funds from elsewhere
  - 6.4.5. A crime reference number for stolen equipment
- 6.5. It is the responsibility of the Chair to set deadlines for submissions to meetings of the Committee.
- 6.6. For contingency claims of £1500 or over, these must also be considered by the Executive Committee.

## **7. Awards**

- 7.1. When applications have been fully passed by the committee it shall be awarded to the CSP within 10 college days.