

**Imperial College Union  
Board of Trustees / 16<sup>th</sup> September 2020**

**Clubs, Societies, and Projects' Grant Allocation 2020/21**

Author(s): Ross Unwin (DP Clubs & Societies)  
Sam Lee (DP Finance & Services)

Purpose: To provide background to the Club, Society, and Project (CSP) annual budgeting process, block grant allocation, and articulate the need to implement control measures to ensure an underspend of CSP grant to match what is predicted in the Union budget for the 2020/21 academic year. Principles and possible proposals are presented, followed by a preferred process and communications plan.

Decision(s): To approve the revised approach to grant funding for CSPs for the 2020/21 academic year.

### **1. CSP Block Grant Context**

CSP Annual Budgeting is an annual process. It is overseen by the Deputy President (Clubs & Societies) and all principles, policies and allocations are voted on by the Clubs, Societies and Projects Board (CSPB), this includes the annual budgeting policy, which can be found here. This is a 4-month process that takes place from December to March in any given academic year. It is done on the assumption that the block grant allocated to CSPs remains the same as previous years with an inflationary uplift - c£425k allocated to CSPs for academic year 2020/21.

The Union budget and block grant request is historically decided and presented to College after the CSP grant allocation. At the end of 2019/20, the Union budget assumed an organic underspend of c£100k. At the time, this was within the risk appetite of the Union, and so c£328k was agreed for CSP grant.

Given the current financial position of the Union, it has been deemed too risky to rely on a predicted underspend and are suggesting implementing controls to ensure CSPs do not spend more than c£328k.

### **2. Principles**

In order to keep the re-allocation process as fair to all CSPs as possible, we identified key principles that we would use when deciding the process to use, subject to further discussion at CSPB. The principles we decided were:

- Value of current reserves of CSPs
  - Self-Generated Income (SGI)
  - Members' Funds
  - Designated Members' Funds
- Value of annual turnover of CSPs
- How much in-person activity the CSP will likely be undertaking (although will not be decided exclusively on whether CSPs run in-person activities as online activities may require grant)
- A consultation with CSPB

The weighting of each of these principals will be decided based on the consultation with CSPB.

### 3. Process Proposal

The use of grant by CSPs is intrinsically linked to the running of in-person events. New laws, College guidelines and the Union's appetite for risk, all limit the amount of in-person activity that will take place in 2020/21. Appendix One provides the principles and protocols that the Union will use to authorise in-person activities.

There are clearly numerous ways that we could use to ensure an underspend in grant. Leadership discussed a variety of options. The options that were considered were:

Option	Proposal
Option 1	Blanket cap on all CSP grant at 75% of original allocation.
Option 2	First term cap on all CSP grant – suggested 25% limit. Use Term 1 to undergo a robust and fair re-allocation process, including a consultation with CSPB.
Option 3	Same as Option 2, but with more flexibility in Term 1. We would allocate grant on an activity-by-activity basis. This will allow us to give grant to CSPs, as needed, and give greater control over what grant is spent on.
Option 4	Withhold all grant from CSPs whilst we undergo a robust and fair re-allocation process. Once this process has been completed, we would then distribute grant to CSPs.

The suggested solution is Option 2, this consists of three phases:

- i. Immediate Effect:
  - Implement a first term cap on all CSPs (suggested 25% limit)
  - Send communications to all CSP Officers
- ii. Term 1:
  - Use Term 1 to undergo a robust and fair re-allocation process in line with the principles stated in this document
- iii. Annual Budgeting Process 2020/21
  - Review the Annual Budgeting Policy
  - Review Grant Allocation to CSPs

This is deemed the fairest way to cut grant from CSPs and is the most viable option given the current staffing resources.

### 4. Communications Plan

The Union is committed to being transparent and honest with our volunteers about the issues we are facing due to the Coronavirus pandemic and we will continue this approach during each stage of this process.

We will use the staff re-organisation consultation and other monetary saving exercises that are happening across the Union as context for CSPs about the need for reducing grant allocation. We will also reference how other Students' Unions are dealing with CSP grant funding – i.e. some are not giving CSPs grant whatsoever.

An email will go out to all CSP officers after Board with the context, the decision and the process we will be undertaking.

## **Appendix One: Principles to Allow In-Person Activity**

### **1. Background**

As members of the Imperial Community, we must consider the safety of ourselves and others as the number one priority as we look to return to campus.

In light of recent changes to government “guidance” and the restriction on social gatherings of more than 6 people, there has been a need to develop clear principles, guidance and communications to students about what activity will be allowed, and how we will process their requests.

In line with UK Charity Law and the Education Act 1994, the Union Board of Trustees are ultimately responsible alongside College Council, for the activities of Clubs, Societies and Projects (CSPs). Therefore, authorisation of in-person activity will have to be approved by the Union trustees and the College for it to take place. This decision will final and not open for appeals. Any decision is subject to the latest government “guidance”.

### **2. Principles**

- The purpose of the activity must be in-line with the Core Aims & Objectives (excluding social gatherings) of your CSP, Constituent Union, Management Group, Liberation Community Network, or Representation Network.
- In-person activity will only be considered if no alternative is possible online.
- The activity must be COVID-19 secure as approved by the Union, and any other appropriate bodies.
- The Union may impose any additional restrictions or controls, as it deems appropriate, to ensure safe activity.
- Relevant Union and College Codes of Conduct apply at all times.

### **3. Protocols**

- All in-person activities must be ticketed via the Union shop in order to provide an attendee list at least 48 hours in advance.
- Only individuals who have a ticket may attend the activity.
- All attendees must be members or associate members of the Union.
- Any external speakers must follow the Union process.
- All attendees must have signed the College Code of Conduct.
- The following procedure must be followed:
  - a. Activity registration from lead activity organiser through Union system (4 weeks in advance<sup>1</sup>)
  - b. Activity registration approval by the Union
  - c. Complete COVID-19 enhanced risk assessment (2 weeks in advance)
  - d. COVID-19 enhanced risk assessment approved by the Union and, where applicable, Move Imperial and/or College.
  - e. Activity confirmation from the Union
  - f. Submit list of attendees and contact details (48 hours in advance)
  - <sup>g</sup> Run activity in accordance with protocols and controls stipulated in approved risk assessment

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<sup>1</sup> Any events inside of the 4-week period from process opening will be allowed to register within a shorter timeframe.