



Managing the Money

HOW TOResources for Clubs & Societies

Budget Allocation Process



Grant Application Forms

Each year clubs and societies submit a grant application form stating their proposed list of activities and income and expenditure for the year. The committees weigh up the merits of each application, and allocate money in an efficient, fair and democratic manner.

Each club and society should fill in a grant application and submit it by e-mail to Siobhan Byrne, the Clubs & Societies Finance & Development Officer. Grant application forms are available to download at www.dcsu.ie. The deadline for the submission of the 2011-2012 grant applications is Wednesday the 12th of October 2011. The majority of the funds are allocated upon the submission of grant applications, so it is in your best interest to apply for all the funding you need at the beginning of the academic year. However, you can still apply for money after this, by following the procedure below for claiming additional funds.

Claiming Additional Funds

Should a club wish to apply for additional funds during the year, the Treasurer must submit written correspondence (preferably an e-mail) to Siobhan Byrne, the Clubs & Societies Finance & Development Officer, email: clubssocietiesfinance@dc.ie. Requests for additional funding must be submitted to by 11am on the date of the CLC or SLC meeting. Correspondence received after the 11am deadline will be dealt with at the following weeks meeting. The committees meet once a week during semester time and deal with any additional requests for funding from clubs and societies. It is advised that you also liaise with your rep when you are applying for additional funding so as your rep is fully informed of your proposed activities and can justify your case to the committee if necessary.

Reallocation of Funds

If a club or society does not use the money allocated to them through the grant application process this money is then retained for re-allocation by the CLC or SLC. A club or society can correspond to the committee to request that the funding is transferred for example from trip A to trip B. This request must be done officially through correspondence with the CLC or SLC. Remember if you don't intend to spend the money that has been allocated to you inform the CLC or SLC so as these funds can be allocated to other clubs and societies that may need it.



Claiming Money

All clubs and societies have their own individual bank accounts with the AIB on campus. At the beginning of the academic year the treasurer and 2 other committee member must fill in and sign the Unincorporated Club or Association Supplemental Mandate form. These forms are available from the leaflet stand in the Clubs & Societies Offices. Once this form has been completed it must be signed and stamped by Siobhan Byrne before it is brought to the AIB bank on campus. The grant allocation received does not get paid directly into the club or society bank account. The Treasurer must claim it by completing a cheque requisition form in one of two ways:

- Direct cheque from the SLC or CLC to the creditor (this is the most convenient way for your club/society to pay and minimises transactions through your club/society accounts). An invoice/quote must be provided before a creditor will be paid
- Cheque from the SLC or CLC to your club/society in lieu of money spent by the club/society. Receipts must be provided before your club/society will be reimbursed. These claims should be made as soon as you have paid the debt

Cheque Requisition Forms are available from the leaflet stand in the Clubs & Societies Offices. Forms must be submitted in person to Siobhan Byrne so as any queries can be rectified immediately. Cheques will be ready for collection 3 days after they have been submitted to Siobhan Byrne.

Funding

Clubs and societies receive financial support from capitation fees. Capitation is the portion of the student levy that funds clubs, societies and the Students' Union. Capitation fees are Received by the Office of Student Life and are then divided in a 3 way proportional split between the Club Life Committee (CLC), Societies Life Committee (SLC) and the Student's Union (SU). Once the proportion has been allocated it is then allocated by the Club Life Committee and the Societies Life Committee to their respective clubs and societies.



For more information contact:

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We're on the Web!

See us at:

www.dcu.ie/sportsdevelopment



DCU Student Sport
 DCU Clubs & Societies
 or

www.dcusu.ie



"Failing to plan is planning to fail"
 anon



Funding Policy

While most decisions on the allocation of funds are based on individual clubs and societies activities, there are several standard funding policies set as listed below to ensure consistency and equity to all clubs and societies:

- A standard rate per night is allocated towards accommodation
- Travel costs are estimated using a list of Bus Eireann destinations and fairs for day trips. A percentage of the adult day return is allocated and for overnight trips a percentage of the monthly fair is allocated. Travel by Dublin Bus or within the greater Dublin area will not be funded other than in exceptional circumstances. When funding has been allocated based on a percentage of the Bus Eireann fees it may be used to fund the costs of fuel or another method of transport. The relevant receipts must be submitted to Siobhan Byrne. **A Trip Membership & Activity form must be completed and submitted with the cheque requisition for travel before any funding will be issued. Travel log forms can be available from the leaflet stand in the Clubs & Societies Offices**
- Affiliation fees are not always paid in full
- Items that are considered by the CLC/SLC as essential for health and safety will be fully funded
- First aid kits are essential for all away trips and will be given priority for funding
- Equipment supplied to clubs and societies by the CLC/SLC must remain within the individual club or society and cannot be retained by individual members
- Special grants may be awarded for expenses in exceptional circumstances
- Due to the high demand for funding, the CLC and SLC generally only fund domestic trips. Foreign trips rarely receive funding, unless they are deemed essential by the CLC or SLC
- The SLC and CLC normally support 1 formal ball each semester. Ideally clubs and societies should get together to organise formal balls
- The committees only meet once a week during semester time. All payments must be processed by the end of the financial year which is the 30th June.

The CLC and SLC set funding policy on an annual basis. Details of the overall allocations to club and societies are presented to the Term General Meeting in semester 1, and once ratified, details of their individual allocations are circulated to clubs and societies.

Tips for a Successful Grant Application

- Grant applications are for the whole year so plan ahead. There will be a review of grant applications at the start of semester 2
- Involve your entire committee in the grant application process and ensure there is agreement on all that you have applied for
- If no application is being made on a particular section mark it as not applicable
- Attach supplementary information if you feel the CLC and SLC needs it
- Present your application neatly (preferably typed) so that it is clear and legible
- For capital expenditure, quotes are needed from shops, suppliers etc and estimates without quotes will not be accepted
- Funding from the CLC and SLC is not always enough to run events and activities so clubs and societies are advised to look to alternative methods of raising funds such as sponsorship, membership fees etc
- Club and Societies cannot run on an overdraft
- All grant applications and requests for additional funding must be submitted to Siobhan Byrne
- Communicate with your allocated rep so as they can act as the fully informed voice of your club or society if there are any queries at committee meetings
- Shop around to avoid paying high costs for items or services that you could obtain cheaper. Speak to other clubs and societies, Siobhan Byrne or Yvonne McGowan and from individual CLC and SLC committee members
- Make sure your application is realistic and does not over exaggerate your costs as this only freezes up money that other clubs and societies may need
- Subscriptions from membership fees must be lodged to your bank account and a copy of the receipt must be attached to your grant application form a proof of your number of members. Grant forms will not be considered unless a copy of the receipt is attached
- Good ideas and events that promote and encourage student activity and involvement will be supported financially