

Regulation 5 – Funding Bid Regulations

Bidding for Funding

- 1 There are two funds available to bid for. The Project Fund and the Campaigns Fund.
- 2 There may be additional funds, such as the SU and University Environment and Sustainability Fund. These will be advertised on the SU website.
- 3 These funds will be administered by the Development Exec, taking the power of Student Council.
- 4 The amounts available each year will be set each year by the Democracy and Development Officer during the normal budgeting process.
- 5 The Democracy and Development Officer is in charge of monitoring all funds throughout the year.

Bids Eligible for Funding

- a) Bids may be made for the following:
 - To help to further the Union's core aims and values
 - To provide substantial opportunities for personal development
 - To enhance the experience of students at Warwick University
 - To have significant positive impact on the local community
 - To assist in the facilitation of campaigns at Warwick
- b) Due to legal restrictions funds cannot be used to spend money on anything that does not affect students as students. Funds cannot be used to make donations to outside bodies.
- c) Funds are not designed for regular projects or costs, for example Society or Sports club equipment where this would be funded by the Societies Federation or Sports Federation.
- d) Private vehicles used for the purposes for which funding has been granted must have Business Use cover.

Bidding for Funding:

- 3 Any full member of the Union may make a bid to the Funds available.
- 4 In order to make a bid, an application form must be completed detailing the following information:
 - a) The name(s) and contact details of the bidder(s)
 - b) The name and a short description of the project/campaign
 - c) The amount of money requested
 - d) The justification for the amount requested including a breakdown of individual costs and expenses
 - e) Information about any other attempts, successful or otherwise, for alternative funding
 - f) Information about how the project/campaign will be of benefit to the bidder, the wider student body and the Union
- 4 The Development Exec will advertise deadlines for funding bids, from the start of the academic year. The applications must be sent to the Democracy team before this deadline to be considered at the next meeting of the Development Exec.
- 5 All members of the Development Exec will be given the opportunity to read the application.

- 6 The Democracy and Development Officer should ensure that the money available in each fund is public and members of the Development Exec are aware of the amount available before a decision is made.
- 7 The bidder(s) will be invited to the meeting. If they are unable to attend they may send either a proxy or a written statement in their place.
- 8 The meeting has the right to award less and in some circumstances more than the amount requested if it is felt appropriate.
- 9 For a bid to be successful, a simple majority is needed.
- 10 Any member of the Development Exec who is involved in the project/campaign must declare a conflict of interest and should abstain from voting.
- 11 The Chair of the Development Exec will provide a report at each Student Council meeting to declare the awards and decisions of the Exec.
- 12 The bidder(s) will be awarded the Funds on the condition that they report back to the Democracy Team once their project/campaign has been completed, or during the project, if deemed necessary.
- 13 If the Development Exec deems that the project/campaign is inappropriately managing their funds or utilising the funds other than the purpose for which funds have been allocated, they may refer the matter to the appropriate disciplinary procedure.

Successful Bids:

- a) If a bid is successful, the Democracy Team will be in charge of administering the money on behalf of the Development Exec.
- b) In order to claim the money, a Money Request form must be completed and, accompanied by receipts for all expenditure, should be taken to the Democracy Team for authorisation.