



# ECU Student Guild

## CLUB GRANTS PROCEDURE

|                 |                         |
|-----------------|-------------------------|
| PROCEDURE TITLE | Club Grants Procedure   |
| PROCEDURE OWNER | General Secretary       |
| RELATED POLICY  | Club Affiliation Policy |

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## 1. INTENT

- 1.1. The purpose of this procedure is to regulate the affiliation of clubs within the governance framework of the ECU Student Guild.
- 1.2. This procedure sets out the steps by which club grant applications are submitted, processed and approved.

## 2. PROCEDURE

### 2.1. Grant Applications

- 2.1.1. Affiliated Clubs will be able to access an undisclosed value of funding for each successful year of affiliation.
- 2.1.2. The total value of grants available is subject to change due to budget allocations, grant use by clubs, and whether events or activities conducted by clubs are for the benefit of ECU Students on the whole.
- 2.1.3. All decisions relating to Club funding by the Guild are final.
- 2.1.4. Applications for Club funding will only be considered where the prescribed Grant Application Form is completed by the Club.
- 2.1.5. Grant applications must be submitted at least two weeks in advance of the funding being required to allow for timely review and approval.
- 2.1.6. The Club is required to submit an application for funding using the Grant Applications form, completing all required sections and uploading invoices for payment. The Guild will make payment of any approved grant only to the VASCO card allocated to the club or by paying the invoice directly. The Guild will only pay directly into a Club Bank Account for the club to pay invoices in limited circumstances.
- 2.1.7. On submission of a Grant Application form the relevant Vice President of the Guild Department to which the club has been allocated, will receive a copy of the grant application form. The Guild General Secretary will also receive a copy of the submission for information and budget management purposes.
- 2.1.8. The Vice-President of the Department will liaise with the Club where they have additional questions or concerns in respect to the application.
- 2.1.9. Where a grant application exceeds the standard amount available per club, the Vice-President will raise this with the Guild Secretariat, who may approve, at their discretion, additional funding be allocated to the club from any club reserves remaining.

## 2.2. Grant Approvals

2.2.1. Where the Vice-President approves the Grant, the form will be sent automatically via the Guild's nominated Form Management account, to the Guild Finance Department who will process any payments to be made.

2.2.2. The Vice-President will advise the Club of their success or in cases where grants are not approved, will advise clubs that they were unsuccessful.

2.2.3. Club grant requests must be submitted ahead of an event or activity. The Guild will not pay any invoice or provide funds for any activity or event that has already taken place, even where the application was submitted prior to the event but not yet approved.

2.2.4. Clubs are not permitted, under any circumstances to agree to payment of Guild funds to a third party unless a Grant Application has been approved. Clubs who make agreements outside of this requirement will be liable to make payment for outstanding invoices not agreed as part of a grant request.

2.2.5. The Guild, may, at their discretion, apply additional criteria for expenditure of club funds, including specifying a particular supplier, where goods or services may be obtained at better value.

## 3. RELATED DOCUMENTS

|                                      |                         |
|--------------------------------------|-------------------------|
| <b>Associated Policy</b>             | Club Affiliation Policy |
| <b>Procedure Implementation Date</b> | 24 February 2023        |
| <b>Revision History</b>              |                         |
| <b>Revised by</b>                    |                         |
| <b>Next Review Date</b>              | February 2023           |

## 4. CONTACT INFORMATION

For queries relating to this document please contact:

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