

Society Grant Distribution Guidance

1. Overview

Spend It is the Guild's mechanism to distribute additional grant funding to its societies. Alongside the overall principles and values of participatory budgeting (PB), we want to ensure that societies who are wishing to organise good events or activities, or buy items, for their society have access to funding to support them to do so. Societies should have the access to the money that they need, when they need it.

The purpose of this paper is to ensure that Guild resources are allocated in a fair and transparent way, and in line with the Education Act 1994. This guidance will be published on the Guild website to ensure that it is freely accessible to all students, where we will also publish details of how societies can apply for money and details of all the money that has been awarded.

The aims of Spend It are to:

- to increase the transparency of the society grant account and democratic systems
- to increase accountability of the grant account
- to increase understanding of the Guild's budgets and the societies' budgets
- to increase understanding of the priorities that societies have
- to increase societies' knowledge of other societies and their activities
- to increase student engagement with the Guild and with other societies.

The money available for grant distribution will be budgeted on an annual basis, alongside all other Guild budgets.

All Guild registered societies are allocated a small one-off welcome grant when they start as a new society and then a small annual grant at the start of every academic year. Any unspent money is reclaimed after six weeks.

All other available grant money, including an amount allocated to solely fund society travel, is split annually between Big Spend It and Mini Spend It.

If additional funds become available as the year progresses, including both reclaimed Welcome Grant money and Spend It money, the Guild will review and reallocate any unspent money to allow the full budget to be spent over the academic year.

For Big Spend It, all society committee members are invited to in-person meetings as attendees. Bids will be presented to them by other society committee members as presenters. Attendees can make amendments to the bids by consensus, and all attendees can then vote on the bids. The bids with the most votes, up to amount available in total, will be funded.

For Mini Spend It, a panel of recruited and trained society members meet in person once per month during term time to approve small bids from societies.

As a charity, Liverpool Guild of Students will only fund projects that are being run for the benefit of its members. Money must not be given, or not given, based on personal preferences, including views on the beliefs of the groups applying for funding. Guild resources must be allocated in a fair and transparent way; only societies registered with Liverpool Guild of Students are invited to apply.

Big Spend It is for:

- Bids that are more than £350, up to £4,000 (if societies have a bid that is above this amount, they can speak to the Guild prior to the deadline)
- Large items/events/activities
- Projects that include collaboration between societies
- Projects that are likely to have a longer lead-in time
- Projects that have a benefit to the wider society/student community

Mini Spend It is for:

- Bids up to £350
- Small items/events/activities
- Likely to only impact one society
- Likely to have a short lead-in time
- Meetings held on a more frequent basis

2. What can societies apply for?

Below is an indicative list of the things Spend It could fund:

- **Equipment**, such as new or replacement essential equipment
- **Travel Costs**, such as coach hire and train tickets
- **Entry fees**, such as educational conferences
- **Education**, such as opportunities for members to further develop their knowledge and learning about a topic core to your society (for example, guest speaker costs, tickets for a conference, coaching/trainer costs, or resources to aid learning)
- **Events**, such as opportunities and activities which focus on community building and networking e.g. panel events and conferences

3. What can't societies apply for?

Some key areas the Guild can't fund include:

- Anything that the Guild can provide for free e.g. room hire, websites

-
- Anything retrospective e.g. for an event that has already happened, or an item already bought
 - Recurrent items e.g. the same event every year or a teacher for a regular dance class
 - Trophies, awards, gifts or giveaways
 - Clothing for individuals e.g. t-shirts, hoodies, and personal costumes
 - Food and drink (unless core to the society or event e.g. ingredients for BakeSoc, or in extraordinary circumstances. For example, food and drink for formal dinners and socials will not be funded. If societies think that they have an extraordinary circumstance that they would like to be considered, they can contact their Society Coordinator as soon as possible, and prior to submitting a bid)
 - Purely social events
 - Affiliations that do not directly benefit students as students
 - Affiliation to a political or charitable body
 - Party political affiliations
 - Expenses for attendance to a political rally/demo for non-student related issues
 - Donations to other charities or organisations
 - Subsidising charity fundraising, such as paying for a venue/costs for a fundraising event
 - Purchase of items considered to be environmentally harmful (such as single use plastics, or production of unnecessary printed materials), in line with the [Guild's Sustainability Policy](#)
 - Other projects that contravene the Guild's mission or values, its legal obligations or any Guild guidance, policy or procedures