



SELWYN COLLEGE CLUBS AND SOCIETIES

Guidelines for the Use of Grants

1. The money should be used for the activities of the relevant club or society, and not donated to other groups. The grant should be spent in accordance with the details provided in the budget application. Substantive changes should be checked with Dr Sage (or in his absence, the Bursar).
2. Grants should not be used to subsidize student meals or drinks. A figure of up to £15 per club or society may be spent on a squash. Students are reminded that these funds are from public sources, and the College and the societies and clubs must be able to account for them fully.
3. Clubs and societies should charge subscriptions, except where they can demonstrate that individuals contribute regularly towards the running costs of the activity (e.g. pay for squash court hire).
4. Grants will not normally be made for personal equipment to play the sport, e.g. footwear, or equipment such as hockey sticks. If a sport has communal equipment, or is very rare (and therefore is unlikely to develop without a start-up grant), then an application may be considered, but students are advised that this will have to come from the budget allocation, and is likely to reduce grants to other societies.
5. If a society or club hires a vehicle, it must be driven by a member of College. The driver must also comply with all applicable legislation (special tests for minibus drivers who have passed the driving test after 1997).
6. Those playing sports at University level can apply to have up to 50% of their University subscription paid back, up to a maximum of £25. Please apply to the Finance Manager.
7. Clubs and societies who have a bank account must submit audited accounts to the Central Finance Committee (via the Bursar) before the annual meeting. These will then be submitted to GB in November. Allocated funding to clubs and societies may be withheld until accounts from the previous year are submitted.
8. Clubs and societies who do not wish to have their allocations held in a bank account must make claims (backed by receipts or similar documents) against their allocation to the Finance Manager. The Finance Manager will not make any such payments if they are in breach of these guidelines.