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**SELWYN COLLEGE CLUBS AND SOCIETIES**

**Guidelines for the Use of Grants**

The College makes grants each year to support the activities of student clubs and societies. The amount available for these purposes is calculated through a capitation based on the total number of students in the MCR and JCR. Funds are finite and it is unusual for funding to match the total applied for. The list below provides guidelines about what may and may not be claimed. The allocation of grants will take into consideration the size of the club or society, the levels of activity that it engages upon, and the inclusiveness of the club or society across the entire College community. Allocations are made by the Senior Tutor.

1. The money should be used for the activities of the relevant club or society, and not donated to other groups or individuals. The grant should be spent in accordance with the details provided in the budget application. Please contact the Senior Tutor if it is proposed to spend the grant (or part of it) on other activities or items.

2. If several different costs are listed in your application, please identify which are essential (without which the club cannot function) and which are not.

3. Please also indicate what measures you have taken to raise money through the club itself.

4. Clubs and societies are expected to charge membership subscriptions or small fees per participation, except where they can demonstrate that individuals contribute regularly towards the running costs of the activity in another way (e.g. to pay for the hire of facilities).

4. Grants must not be used to subsidize student meals, formal dinners, garden parties, or drinks other than light refreshments accompanying a speaker meeting or similar event. A figure of up to £20 per club or society may be spent on a squash or other introductory event. Students are reminded that the College and the societies and clubs must be able to account for the funds fully.

5. Only one application per College sport or activity will be accepted. Secretaries, Presidents or Captains of men’s, women’s, mixed, JCR and MCR teams should co-ordinate their application accordingly if there is more than one group.

6. 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.

7. Where a club or society is a joint venture with one or more other Colleges it is anticipated that the Selwyn grant will cover the appropriate proportion of the costs relating to Selwyn students only and that similar applications for support will be made to the other College(s) relating to their members.

8. 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).

9. Wherever possible a club or society should arrange for their allocation to be administered by the Finance Manager (finance-manager@sel.cam.ac.uk; third floor, Christopher Dobson Building). This avoids problems that can arise, notably over signatories for cheques changing annually, if a club or society has its own bank account. The Finance Manager will not make any payments if they are in breach of these guidelines.

10. Clubs and societies who have a bank account must submit accounts audited and signed off by their Senior Treasurer with their application for funding. These will then be submitted to Governing Body in November. Allocated funding to clubs and societies may be withheld until accounts from the previous year are submitted.

11. Individuals playing sports at university level can apply separately to have up to 50% of their University subscription paid back, up to a maximum of £25. Please apply to the Finance Manager.

12. The College has agreed with the JCR and MCR that this application process shall be the only way in which clubs and societies may access College funding. Clubs and societies should therefore not apply directly to the JCR/MCR for funding.

13. It is a condition of applying for funds and of receiving a grant that the club or society must abide by the Code of Conduct to which they must sign up as part of their application.

14. If there is any doubt as to the interpretation of this guidance, please contact the Senior Tutor in advance of submitting the application.

September 2025