



## 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.
2. Grants must not be used to subsidize student meals, garden parties, or drinks other than light refreshments accompanying a speaker meeting or similar event. A figure of up to £15 per club or society may be spent on a squash. Students are reminded that the College and the societies and clubs must be able to account for the funds fully.
3. Clubs and societies should charge subscriptions, except where they can demonstrate that individuals contribute regularly towards the running costs of the activity in another way (e.g. pay for squash court hire).
4. Only one application per College sport will be accepted. Captains of men's, women's, mixed, JCR and MCR teams should co-ordinate their application accordingly.
5. 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.
6. 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).
7. 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.
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 ([finance-manager@sel.cam.ac.uk](mailto:finance-manager@sel.cam.ac.uk); Ground floor, Christopher Dobson Building). The Finance Manager will not make any such payments if they are in breach of these guidelines.
9. Clubs and societies who have a bank account must submit accounts audited and signed off by the 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.
10. 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.

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