



POLICY

Clubs Funding

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| Contact Officer: | Clubs Director |
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1 Purpose

The purpose of this Policy is to provide guidelines for approving clubs funding.

2 Definitions

For the purpose of this policy, the following definitions apply:

Affiliated Club means any club affiliated to the Notre Dame Student Association.

Academic Year means the period from the first day of Summer term to the last day of Semester Two according to the University official calendar.

Clubs Director means the elected Clubs Director of the Notre Dame Student Association.

University means University of Notre Dame Australia.

3 Scope

3.1 The policy applies to all affiliated clubs.

4 Policy Principles

4.1 All affiliated clubs are entitled to apply for up to \$500 funding in any academic year. This funding may be requested all at once, or several times throughout the year.

4.2 Funding requests must be used to further develop and grow the affiliated club.

4.3 Funding provided by the Notre Dame Student Association must be used in the manner described in the application, and must not be used in a manner that contradicts any policy or procedure of the Notre Dame Student Association or the University.

- 4.4 Funding requests must be submitted at least two weeks before the proposed expenditure.
- 4.5 Funding requests may not be approved
- 4.6 Except for exceptional circumstances, funding requests must not be used to reimburse expenditure.
- 4.7 The Notre Dame Student Association Council will consider a funding request by an affiliated club over \$500 if it is accompanied by a written recommendation from the Club's staff contact.
- 4.8 Except for exceptional circumstances, all funding requests must be submitted to the Club's Director by the end of Week 10, Semester Two. Clubs should be aiming to submit funding requests as far in advance as possible.
- 4.9 The Notre Dame Student Association has full discretion to either refuse or approve a lower amount than the amount requested.

5 Application Process

- 5.1 The affiliated club must apply in writing to the Clubs Director using the prescribed form for clubs funding.
- 5.2 The application should cover:
- 5.2.1 How much funding is being requested;
 - 5.2.2 What the funding is being used for, with attached quotes; and
 - 5.2.3 How the funding will help further club.
- 5.3 The funding request must be submitted to the Clubs Director at least two weeks before the proposed expenditure.
- 5.4 The Clubs Director may refuse to submit a funding request for consideration of the Notre Dame Student Association if the required form is not correctly filled out and this policy has not been followed.
- 5.5 The Clubs Director must present the funding request at a Notre Dame Student Association council meeting to be passed by a majority of the Council.

- 5.6 If the Notre Dame Student Association does not approve a funding request for an affiliated club, the Clubs Director must provide written reasons as to why it has been refused within 48 hours.
- 5.7 Once approved, the Clubs Director must organize for the Treasurer of the Notre Dame Student Association to transfer the money into the Club's account within 48 hours of approving the funding request.
- 5.8 If an affiliated club does not have a bank account, the Notre Dame Student Association may purchase the requested items on the club's behalf.

6 Other Policies

- 6.1 This policy is to be read in conjunction with the University *Provision of Funding to the University's Student Association*.