

1. Each Year MedSoc Societies have the opportunity to apply for grant funding from the MedSoc Executive to help them fulfil their aims as a society.

## MedSoc Executive

2. The MedSoc Executive who review all annual applications and award grants based upon the set criteria consists of the following members:

<b>Committee Members</b>	<b>Staff Support</b>
MedSoc President	Senior Student Group Coordinator
Activities and Employability Officer ex officio	
Vice President Academic	
Societies and Charities Representative	
Sports Representative	
Treasurer	
Secretary	
Other committee positions in accordance with Byelaw 6	

3. Staff support is provided during the annual grant process due to the volume of applications received.
4. During the allocations process, members of the committee are divided into pairs (with staff members usually allocated to elected committee members) to review applications.
5. Applications received are 'grouped by society category so similarities between groups can be identified and to ensure consistency.
6. The review of applications can take place in more than one session. When this occurs, the committee must ensure the same members are present at every session to ensure consistency and fairness

## Grant Funding Available

7. The amount of funds that the MedSoc Executive can allocate is based upon MedSoc's annual income, which varies according to membership fees received and sponsorship deals gained.
8. The MedSoc Executive will split the funds between two types of grant available:
  - **Annual Grant** – Applied for during the October/November relating to expenditure until the next annual grant period the following year. MedSoc Societies provide a brief overview of their long term activities plan and budget. Approximately 90-95% of the total budget is usually allocated to annual grants
  - **Mid Grant** - This funding is available for application during the year for unexpected activities/costs which could not have been foreseen when the annual grant process took place. This money is also available for new societies who apply to MedSoc Executive during the year. Approximately 5-10% of the total budget is allocated to the Mid Grants Fund. MedSoc Society Grant Allocations

The MedSoc Executive meets regularly throughout the year to consider mid grant applications as well as carry out other functions as per the committee's terms of reference.

## Unspent Grants

9. When an 'annual grant' is awarded, there may be specific deadlines set to spend the grant. If grants are not spent within the set deadlines, the grant is reclaimed by the MedSoc Executive and allocated to the 'Mid Grant Fund' for application by other MedSoc Societies. This is to ensure the funding available is maximized to benefit of all societies.
10. Dates for the reclaiming of unspent grants must be clearly communicated to societies to encourage societies to spend the funding available

## Changing Budget Plans

11. Societies may request that existing grant funds allocated to them be spent on items not specified in the original application. For example, this may be due to changing priorities arising from a new committee member, political climate or membership concern.
12. MedSoc Societies should complete a 'Grant Transfer Request Form' and this will be considered by the MedSoc Executive who may authorise a change to the nature of the expenditure. Two members of the MedSoc Executive, who are not members of the group who requested the transfer, may sign off this form.
13. Requests for additional funding cannot be made as part of this process, a mid grant application must be made for any additional funding.

## Application Information Required and Criteria for Decisions

14. The Society Grant Application Form requests the following information and grant awards are based upon the following considerations:

Information	Grant Allocations Committee Considerations
Society Name	Confirm recognised society
President and Treasurer Details	Ensure committee members are the current elected committee
Amount £ requested	Review in context of all other applications
Number of Society members	How many students will benefit from the grant?
Society membership fee	How much do members pay for the services offered by society?
£ & % Spent from Previous Grant	How well has the committee budgeted for previously? How active are the society?
Society Aims	How will the money requested help fulfil society aims? Has the society provided an accurate description of its activities?
Nature of activity/request for funding	How accessible is it to students/members? Consideration of value for money?

Online training/workshop attendance	Does the society engage with the Guild and represent its members? Did committee members attend the training workshops?
For each section, the amount of money allocated from group membership & other income e.g. sponsorship or fundraising that will contribute towards society activities	Further evidence of good financial planning & recognition that non-guild funding is also required. Are the projections sensible and feasible?
Current funds available	Account balance – Does the group already have sufficient funds in place to fulfil their aims?
Standard of application form	Has the society made sufficient attempts to provide detail and justification for the grant? Are costs budgeted for clearly?

15. The consideration criteria apply to both annual and mid grant applications.

### Costs Eligible for Funding

16. Generally, types of costs that the MedSoc Executive will fund through the grant process are as follows:

- Publicity (details provided)
- Travel for guest speakers
- Transport (and fuel)
- Minibus driver training
- Equipment (including stationary and maintenance costs)
- Affiliations to national bodies
- Sports kit and essential clothing
- Sports pitch hire
- Reasonable expenditure for snacks and non-alcoholic drinks purchased for revision sessions

### Examples of Ineligible Costs

17. The MedSoc Executive cannot fund the following items:

- Non-essential clothing
- Meals out such as trips to restaurants and venues
- Alcoholic drinks (unless specified as part of the society's constitution)
- Social events taking in place in external venues
- Mobile phone bills
- Campaigning off-campus (contravenes Charity Law)
- Unspecified publicity
- Damage to vehicles & equipment
- Training (where an in-house alternative is provided)
- Activities not associated with the aims and objectives of the society
- Direct expenditure for the benefit of non-members (e.g. travel expenses for the general public to attend an event)

18. Societies cannot request rolling grant funding for items already rejected during the annual grant process, unless otherwise stated in feedback provided during the annual process.

19. Requests for additional funding cannot be made as part of this process