
 <p><b>Maynooth University</b> National University of Ireland Maynooth</p>	 <p><b>MSU</b> Maynooth Students' Union</p>
<p><b>PL005</b></p>	<p><i>Current Revision: 01</i></p>
	<p><i>Approved by:</i> Capitation subcommittee (22<sup>nd</sup> February 2018)</p>
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## Policy on Funding for (i) Special Events, and (ii) Equipment

### 1. PURPOSE

The purpose of this document is to identify University and MSU policy on the allocation of Capitation funds to University Clubs and Societies to (i) support student participation in special events or representative participation at an exceptional performance level, and (ii) to provide for the provision of equipment.

### 2. SCOPE

This policy applies to the Capitation subcommittee with responsibility for allocating funds; to the MSU staff and Sabbatical Officers who support the activity of Clubs and Societies and who deliver the administrative processes for the disbursement of funds; and to each University Club and Society.

### 3. DEFINITIONS

- The University refers to Maynooth University.
- MSU refers to Maynooth Students' Union.
- Capitation Fund refers to the funding made available each year by the University (from the Student Contribution) to support the activities and development of University Clubs and Societies.
- The Capitation subcommittee refers to the group (comprising representatives of the University and MSU) which has responsibility for the allocation of funding from the Capitation Fund to Clubs and Societies and for overseeing related matters.
- The definition of "Special Event" is set out below.
- The definition of "Equipment" is set out below.

### 4. REFERENCE

The following University and/or MSU policies are relevant to this policy:

<i>Code</i>	<i>Title</i>
PL001	Policy on Expenditure by Clubs and Societies of Capitation allocation
PL007	Coaching Policy...to be agreed
PL008	Capitation Committee, Subcommittee and Appeals Board Terms of Reference

### 5. POLICY

It is University and MSU policy that:

- Students who perform at an exceptional level are supported to represent the University in individual and/or team and/or groups events;

- Clubs and Societies are supported in the purchase of capital equipment (i.e. where the life of the equipment is expected to exceed one year) which is core to the operation of the club/society.

## 6. PROCEDURE

This section sets out how this Policy will be implemented.

### i. Applications for funding:

#### **Who can apply?**

Recognised Maynooth University Clubs and Societies can apply for funding for Special Events (extraordinary performance) or Equipment. In limited circumstances, individual registered may apply for Special Events funding to support participate at events at the highest level (this normally applies only when there is no University club or society catering for the individual's activity).

#### **When can Clubs and Societies apply?**

- Applications must be received by 12 noon on any Wednesday and at least two weeks in advance of the event.
- Applications for equipment must be received by 12 noon on any Wednesday.

#### **How Clubs and Societies can apply:**

- Clubs and Societies must send the completed application form (available on MSULife) from the official club/society email to [capitation@msu.ie](mailto:capitation@msu.ie) for circulation to members of the Capitation subcommittee.
- Applications must clearly set out the name of the Club/Society making the application, the name of the event, description of the event, date and venue for the event, number of members expected to attend event and a short piece on why funding should be allocated;
- The application must include a full event budget, clearly showing all projected income and costs of the event (sent from the club/society email to [capitation@msu.ie](mailto:capitation@msu.ie));
- The application must also include quotes (e.g. transport, accommodation, etc.) to back up each element of the funding being sought;
- It is mandatory for the Club/Society to have up to date accounts on MSU Life at the date of application;
- A Club/Society applying for Equipment Replacement costs must include quotations from a minimum of 3 qualifying/valid suppliers of the equipment sought. Preferred suppliers may be identified in application and reasons assigned;
- Where relevant, copy invoices must be supplied if equipment is to be itemised for insurance purposes.

### ii. Decision Making:

All applications are reviewed by the Capitation subcommittee. In approving allocations of funding, the Committee considers the elements set out below.

The decision of the Capitation subcommittee is communicated in writing to the relevant Club/Society (to the official club/society email address) within 3 days of the subcommittee meeting.

#### **WHAT QUALIFIES AS A SPECIAL EVENT (EXTRAORDINARY PERFORMANCE)?**

International/National representation that a club, society or individual is selected for (by their relevant governing body) or has qualified for through representation of their University/Country.
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Hosting an intervarsity that has 3 or more teams competing (a full supporting budget must be provided).
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Competing in a Semi Final and/or Final stage or penultimate stage of a competition.
An unforeseen trip away (internationally/nationally) <ul style="list-style-type: none"> <li>• which is not an annual event,</li> <li>• which is not a social event,</li> <li>• where the individual/club/society is participating in competitive activities,</li> <li>• where participation in the event is deemed to be beneficial to the development of the individual, club, society, university.</li> </ul>
High profile and/or charity events which have 200+ people present and have more than 5 clubs or societies involved, subject to <ul style="list-style-type: none"> <li>• must not be an annual event,</li> <li>• must not be a Ball,</li> <li>• must be for the benefit of a charity or positive promotion campaign.</li> </ul>
Events that will lead to increased engagement among the student body, which must be measurable in membership/participation increase of more than 50 students.
To participate in a competition or intervarsity that was unforeseen by the Club/Society (e.g. a governing body asks/invites a Club/Society to compete/participate in a new competition).

**WHAT IS NOT A SPECIAL EVENT (EXTRAORDINARY PERFORMANCE)?**

Annual events
Social/planned trips away (national/international)
Competitions with no qualifying criteria
Debts that a Club/Society has not paid from capitation or own fundraising ( <i>if such debts remain outstanding, it is expected the Club/Society will cover them from subsequent capitation allocations</i> ).

**WHAT QUALIFIES AS SPECIAL EQUIPMENT?**

Long-term capital equipment which depreciates (e.g. volleyball posts, trampolines or broadcasting equipment, musical instruments)
Equipment that has an expected life of greater than 1 year

**WHAT IS NOT SPECIAL EQUIPMENT?**

Annual equipment and consumables such as balls, kit, hoodies, arrows, costumes, stage sets etc.
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**FUNDS AVAILABLE FOR SPECIAL EVENTS, SPECIAL EQUIPMENT?**

- A Special Event/Special Equipment budget is allocated annually by the Capitation subcommittee;
- Funding is allocated on a first come first served basis;
- Typically about €2,000 (10 awards x €200) of the Special Event fund is ring-fenced for newly ratified Clubs/Societies;
- Allocations for Special Events/Special Equipment are dependent on the available funds and applications are not typically funded in full;
- Applications for Special Event/Special Equipment funding may be returned where there is insufficient supporting documentation or information or the subcommittee deems the application to be incomplete;
- Applications may be re-submitted but will be subject to available funding at the time of re-submission.
- Applications for Special Event/Special Equipment funding may be rejected by the subcommittee if it does not meet the criteria outlined in this Policy;

- The Special Event/Special Equipment funding is limited and when fully utilised the fund will be closed and no longer available to receive applications. Notification of this will be made by the subcommittee to all Clubs/Societies.

**iii. Administration**

All matters relating to the funding of Special Events and Equipment is administered by MSU on behalf of the Capitation subcommittee. MSU will maintain an appropriate Register of all equipment purchased from the Equipment Fund.

**iv. Conditions, Audits and Penalties**

- Any Special Event/Special Equipment funding received must be included in the Club/Society audit and any money unaccounted for must be returned into the Special Event/Special Equipment fund;
- The Club/Society must complete an event budget displaying all actual costs of the event;
- Each Club which is allocated Special Equipment funding must consult with the University Sports Officer and the MSU Vice President for Clubs, Societies & Student Engagement prior to the purchase of any equipment.

**7. REVIEW OF DECISIONS MADE UNDER THIS POLICY**

Each Club/Society can appeal any decision made under this policy. The appeal should be sent in writing to [appeals@msu.ie](mailto:appeals@msu.ie) within 10 working days of the original decision being communicated. The appeal should clearly set out the reason why the decision is being appealed.

All Appeals will be considered by the Capitation Appeals Board.

**8. VIOLATION OF THIS POLICY**

Failure to comply with this Policy is viewed very seriously by the Capitation subcommittee, which will deal with any suspected misappropriation of funds, as follows:

- The subcommittee will invite the Chairperson, Secretary and Treasurer of the Club/society to attend a meeting to discuss the suspected misappropriation of funds. The time, date, venue and agenda for the meeting will be included with the invitation (sent from [capitation@msu.ie](mailto:capitation@msu.ie) to the official club/society email address);
- If it is found that funds have been misused, or that this Policy has not been complied with, those responsible for bringing the Club/Society into disrepute will be contacted by the Capitation subcommittee in relation to repayment of funds or other issues and will not be permitted to hold an officership in any other Club or Society committee;
- If any of the Chairperson, Secretary and Treasurer fail to co-operate with the Capitation subcommittee, it will become a matter for consideration under the University's Code of Conduct.