
 Maynooth University National University of Ireland Maynooth		 MSU Maynooth Students' Union	
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	<i>Approved by:</i> Capitation Sub-Committee (22 nd February 2018)		
<i>Document Owner:</i>			Capitation Sub-Committee

Policy on Funding for Off Campus Training

1. Purpose

The purpose of this document is to outline the MU and MSU policy on the allocation of Capitation funds in an Off Campus Training Fund. This fund is to be open, through an application process, to all MU Clubs and Societies to enable them to apply for additional funding for a) usage of external facilities and/or b) the transport to external facilities; qualifying under the assessment criteria as defined in this policy

2. Scope

This policy applies to the Capitation subcommittee with responsibility for allocating funds; to the MU and 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

- ◆ MU refers to Maynooth University.
- ◆ MSU refers to Maynooth Students' Union.
- ◆ Capitation Fund refers to the funding made available each year through the University (from the Student Contribution) to support the activities and development of MU Clubs and Societies.
- ◆ The Capitation subcommittee refers to the group (comprising representatives of MU 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 "Off Campus Facility" is set out below (section 6ii).
- ◆ The definition of "Off Campus Transport" is set out below (section 6ii).
- ◆ The steps outlining the "application process" is set out below (section 6ii)
- ◆ The definition of "qualifying assessment criteria" is set out below (section 6ii)

4. Reference

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

<i>Code</i>	<i>Title</i>
PL001	Policy on Expenditure by Clubs and Societies of Capitation allocation
PL007	Coaching
PL008	Capitation Sub-Committee Terms of Reference
FM011	Off Campus Facilities and Transport Application Form

5. Policy

It is MU and MSU policy that:

- ◆ Clubs or Societies may be supported in the delivery of their core aims and objectives that are dependent on the provision of appropriate facilities that could reasonably be expected to be provided on a University campus to meet the needs of their members.
- ◆ Support will be limited to facilities and/or transport that are deemed core to the provision of a club or society regular weekly training, rehearsal or practice activity.

6. Procedure

This section sets out how this Policy will be implemented.

i. **Applications for funding:**

Who can apply?

Only recognised MU Clubs and Societies can apply for funding for use of external off campus facilities and for the transport to external off campus facilities.

When can Clubs and Societies apply?

- ◆ The application deadline is the same as that for the annual Capitation Application for all Clubs and Societies.
- ◆ The Capitation Sub-Committee may consider late applications during the academic year, subject to the availability of funding.

How Clubs and Societies can apply:

- ◆ Clubs and Societies must send the completed application form (available on MSULife) by email to capitation@msu.ie for circulation to members of the Capitation subcommittee.
- ◆ Applications must be sent from official club or society email address.
- ◆ Applications must clearly set out the following in their application ;
 - For Facility Hire
 - Name of the Club/Society applying
 - Name of the facility to be hired
 - Number of sessions per week
 - Number of weeks needed per semester/year
 - Cost per session
 - List of dates and times (for fixed bookings i.e. pools)
 - Contact name, number, email of the Facility Provider
 - Number of full time registered students attending – approx.
 - Explanation and justification for choice of Facility Provider
 - Paragraph/explanation outlining reasons giving rise to facility needs.
 - The application must also include a quote from their preferred Facility Provider
 - For transport Hire
 - Name of club/society applying
 - Name of the transport company to be hired
 - Number of trips per week
 - Cost per trip per week
 - Pick up and drop off points
 - Contact name, number and email of the supplier
 - Specific dates and times for fixed bookings (i.e. Pool)
 - The number of full time registered students attending – approx.

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 President/ Secretary of the Club/Society within 3 days of the subcommittee meeting.

WHAT QUALIFIES AS OFF CAMPUS FACILITIES?

Facilities <u>not</u> available on Campus; limited to facilities that could reasonably be expected to be provided on campus.
On Campus facilities that present the following; <ul style="list-style-type: none"> ◆ Availability constraint - short to medium term on campus lack of availability ◆ Growth constraint – on campus facilities capacity is exceeded ◆ Development and Performance constraints

WHAT IS THE ASSESSMENT CRITERIA FOR QUALIFYING FOR OFF CAMPUS FACILITIES

Regular weekly training or practice
Participation levels
Availability
Value for Money
Approved Supplier
Used by MU Club or Society Members Only
Reasonable Need

WHAT IS NOT INTENDED TO BE INCLUDED

Facility usage that accrues benefit to any Individual member in isolation to a representative group or team.
Inter-Varsity Competition or Events
Trips Away
Competitions or one off events
Facilities that are normally funded via core capitation or other income sources

WHAT QUALIFIES AS OFF CAMPUS TRANSPORT

Transport to and from qualifying facilities that are not provided on campus.
Transport to facilities where on Campus facilities present the following; <ul style="list-style-type: none"> ◆ Availability constraint ◆ Growth constraint ◆ Development and Performance constraints

WHAT IS THE ASSESSMENT CRITERIA FOR QUALIFYING FOR OFF CAMPUS TRANSPORT

Regular weekly training or practice
Participation levels
Availability
Value for Money
Approved Supplier
Used by Club or Society Members Only
Health and Safety requirements

WHAT IS NOT INTENDED TO BE INCLUDED

Transport that accrues benefit to any Individual member in isolation to a representative group or team.
Inter-Varsity Competition or Events
Trips Away
Competitions or one off events
Transport that is normally funded via core capitation or other income sources

FUNDS AVAILABLE FOR OFF CAMPUS TRAINING FUND?

- ◆ An Off Campus Facilities and Transport budget is allocated annually by the Capitation subcommittee;
- ◆ Funding is allocated on the following basis;
 - Full allocation where budget availability is sufficient to meet qualifying application needs.
 - Pro-rata allocation on a fair distribution basis where the available budget is not sufficient to meet the total qualified application needs.
- ◆ Applications for Off Campus Facilities and Transport Fund may be returned where there is insufficient supporting documentation or information or the subcommittee deems the application incomplete.
- ◆ Applications may be re-submitted only if done so within the application closing date.
- ◆ Late Applications or re-submissions after the closing date will not be included and may only be considered at the discretion of the capitation sub-committee if budget is not fully allocated after all qualifying on time application needs are met.
- ◆ The subcommittee will reject applications for Off Campus Facility funding if it does not meet the criteria outlined in this Policy.
- ◆ The Off Campus Facilities fund is limited and when fully utilised the fund will be closed.

iii. Administration and Management of the fund

Off Campus Facilities and Transport fund is part of the Student Capitation Fund allocated to MU Clubs and Societies annually by the Capitation Committee. Administration and management of this is assigned to MSU on behalf of MU Clubs and Societies through the Capitation Sub-Committee.

The process for the financial management for the usage of monies from this fund is as follows;

- ◆ Each Club/Society record contains;
 - Name of the approved facility or transport service provider
 - Service Providers Business name if different
 - budget amount awarded
 - period applicable
- ◆ Pricing negotiations on rates for the facility or transport service is completed.
- ◆ Dates/Fixed Bookings are agreed in advance securing the provision of facilities/transport services with the relevant club or society, for e.g. pool usage and transport
- ◆ Purchase Order (PO) numbers are assigned and sent to each Service Provider.

Responsibilities of Clubs and Societies under this policy;

- ◆ Clubs and Societies are required to;
 - Quote the PO number for all bookings of transport to and from external facilities.
 - Quote the PO number to the facility provider for monthly or semester invoicing of usage.
 - Send monthly emails to accounts@nuimsu.com listing; dates of transport or facility usage and number of members who travelled and type of transport used e.g. Taxis (number), buses (size).
 - Failure to provide monthly emails may result in transport or facility usage being suspended.

Responsibilities of the Service Provider

- Ensure they note the PO number against each booking of transport or facility usage
- Summarise bookings for a calendar month into one invoice for each club/society
- Provide Invoice detailing Club or Society Name/PO number assigned/Dates of bookings/Facility or Transport Location details/Cost per trip or session/Total billed
- Email Invoices to accounts@nuimsu.com monthly or per semester as per agreement.
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Responsibilities of MSU Finance

- ◆ Crosscheck club and society email information against service provider invoices.
- ◆ Crosscheck Invoice totals against budget awarded.
- ◆ Liaise with the service provider and club or society on any issue regarding transport or service provisions in relations to bookings or invoicing issues.
- ◆ Book Invoices and pass for appropriate Authorisation, file and retain hard copies.
- ◆ Pay approved invoices in next monthly payment run
- ◆ Bring any issues regarding the compliance of a club or society with the administration or management process to the capitation sub-committee.
- ◆ Update Budgets monthly and ensure costs remain within budgets awarded, highlighting any potential budget issues.
- ◆ Send summary budget v's actual monthly reports on the fund to the Capitation sub-committee.

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 the Secretary of the subcommittee within 10 working days of the original decision. The appeal should clearly set out the reason why the decision is being appealed. Please send appeals to appeals@msu.ie. Appeals must be sent from a valid club or society email address.

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 misuse of resources provided, as follows:

- ◆ The subcommittee will notify (via the MSU Office or Club/Society Notice Boards) the Secretary of the respective Club/Society with the time, date and agenda for a meeting;
- ◆ If it is found that resources provided 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 sub-committee in relation to repayment of costs or other issues and will not be permitted to hold an officership in any other Club or Society committee.
- ◆ If the Chairperson and Treasurer fail to co-operate with the Capitation sub-committee, it will become a matter for the Disciplinary Committee of the University.