

Student Capitation Projects Fund

1. Nature of the Student Capitation Projects Fund

- a. The SCPF funds student-led projects or projects that will directly benefit students and the student experience.
- b. The SCPF is comprised of University money that is ring-fenced directly in relation to the capitation charge and the number of students paying the charge.
- c. It is administered by the Student Charges & Fee Forum.

2. Objectives of the Fund

- a. The primary objectives of the SCPF are to:
 - i. Enhance the student experience.
 - ii. Support and develop student-led activities and projects.
 - iii. Support projects that compliment themes identified by the Forum.

3. Access to the Fund

- a. Proposals for projects can be brought to the Student Charges & Fees Forum by any Forum member.
- b. The Forum may establish sub-committees to allow the Clubs Executive, the Societies Guild, individual clubs, societies, student groups, students and staff in partnership with students to apply for SCPF funding and should set eligibility criteria for doing so.
- c. The Forum may establish sub-committees to allow thematic calls for funding issue occasionally and may agree to ring-fence a particular amount of funding for these thematic calls e.g. actions arising from the Student Experience Survey and should set eligibility criteria for doing so.

4. Process

- a. Projects needs to be submitted in reports to an agreed call(s) issued by the Forum. A call will issue annually in Semester 1 with provision for a supplementary call(s) in Semester 2 if funds allow. A standard template is to be used for each proposal.
- b. Outwith the two calls for funding described at 4 (a) above, the Chair shall be permitted to accept and assess interim proposals, and award under Chair's action funding for projects up to a maximum of 5% of the annual income or 25,000 Euro, whichever is the larger. The principles described at 6 below shall be applied by the Chair in reaching his/her decision
- c. Provision can be made for project spokesperson (if someone other than a Forum member) to attend and facilitated to speak to the project if necessary.
- d. Decisions made by the Forum are reached by consensus. Failing that a simple majority (Chair only voting where there is a tie) and **decisions are final**.
- e. The Forum member submitting a project proposal is entitled and encouraged to present the proposal to the Forum and to speak to the proposal and answer any queries arising at the Forum.
- f. In the event that a consensus decision to accept or reject a proposal has not been reached, all Forum members who are named (co)sponsors shall abstain from voting on any proposal they have proposed and the decision will then be made by the remaining members of the Forum.
- g. Forum business can be conducted by email if necessary.

5. Types of Proposals Supported

- a. The SCPF should be used for non-recurring funding projects. For example, it should not be used to fund a permanent position or any project of an indefinite nature. Any multi-annual project should have a clear end-date set.

6. Principles

- a. Project funding should contribute to one of the following:
 - i. Long term identifiably strategic and sustainable initiatives to support the overall Student Experience in UCC.OR
 - ii. Short term easily remediable gaps in provision which the Forum considers sufficiently important to need to be addressed
- b. In all cases the project should contribute to the strategic imperatives of the University
- c. In any given year the Forum should attempt to balance expenditure across both headings (i) and (ii). Money allocated from this fund can be carried over to the next budget year. Provision should be made for rolling funds for projects supported for longer than 1 year.
- d. A minimum balance of 10% of annual estimated income must be maintained in the fund at all times.
- e. The SCPF is not limited to supporting projects from the Office of Student Experience.

7. Costing and Funding of Proposals

- a. Any project proposal should contain at a minimum a full breakdown of costs, dates of the project and how the project supports the objectives of the SCPF. The Forum may detail additional criteria for proposals or a sample application form.
- b. Applicants should consider whether alternative or supplementary sources of funding are available.
- c. The Forum encourages applicants to seek matched or shared funding arrangements for projects.

8. Monitoring & Review

- a. The Forum will write to all funding applicants with the outcome of their application. In unsuccessful cases the Forum will outline the reasons why and also outline that if making a further application it would benefit from (as relevant to each case)
- b. The Forum will receive both a midway and end of project progress reports and updates on approved projects from the Project Sponsor.
- c. The Forum should receive an annual report on the SCPF funding available and the allocations made over the previous year.
- d. A full review of the operation of the SCPF should take place in 3 years (June 2018)

Approved by the Student Charges & Fees Forum at its meeting on 26 January 2017