

Schedule of Allowance

October 2020

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Correct as of 05/10/20

NOTE: All societies intending to request in excess €1500 for their annual budget must arrange a meeting with the Societies officer to discuss their requirements.

All effort must be taken by the society to use their funding wisely and prudently, the society is expected to find the best deals available and to familiarise themselves with Society deals. Additional funding will not be made available until all current funding has been received.

All new treasurers must attend treasurer training and any experienced treasurers must familiarize themselves with any updates to the finance website.

No funding will be approved for events which are not posted to the calendar and appear in that weeks “What’s Happening Guide”.

Updates in red

Administration Costs

€200 per annum (*increased from €100*) (please note free photocopying is *not* available).
Use for your bank charges do not need receipts. *Postage is still free, drop your post into the mail Room beside Aras ui Cathail).*

*Can be used for event publicity and social media advertising and hoodie design.
Paying for photocopying until we can provide printing again as decided on a case by case basis – please contact the Socsbox before printing to discuss*

Annual Party/AGM

€200 per annum for Societies with 200 members or more
€150 per annum for Societies with 150 members or more
€100 per annum for Societies with less than 150 members.

Include details of venue and time and specify if it is for a party or AGM.

Capital Expenses, Equipment and Materials

€1000 annual maximum.

If more is required an application can be made to the USCG through the Societies Officer.

€300 of which can be used for something not strictly equipment or material which pertains directly to the societies primary activity and clearly furthers the stated aims of the society and without which the society cannot achieve its stated objectives.

Please note: *equipment: subject to adequate storage facilities and up-to-date equipment inventory list. Please fill in an equipment list for all new equipment purchased. You will be expected to submit three quotations from suppliers.*

Societies who hadn't used this before may use it for videos/games, software etc.

Conference Attending

Max 50% subject to available funds to a maximum of €50 per person for the conference fees. Only conferences which are student led, or aimed at University Societies.

Include details on entry fees, travel costs, location, subject of the conference and number attending. For the travel part see travel section.

If more is required application can be made to the USCG through the Societies Officer.

Note any travel will be subject to government guidelines and risk assessment and travel management plan.

Conference Organisation

Please consult with the Societies Officer's

Competition entry fees

50% for competitions that promote the general aims of the society. Note it is only for the participants or required judges.

If more is required an application can be made to the USCG through the Societies Officer.

Guest Speakers

Travel from abroad max €200 per speaker.

Travel for Speakers from within Ireland but outside Galway €50

Taxi €20 for all speakers including speakers from Galway.

Given the current circumstances, a fee may be given in lieu of travel/accommodation expenses - please contact the Societies Office to discuss.

Speaker's dinner, reception, taxi and accommodation

Speakers outside Galway

Max Allowance: €205

Breakdown; Accommodation max €80, Dinner max €75 and Reception max €50. Additional speakers at one talk, increase Accommodation max by €80, increase Dinner max by €25 and Reception max by €5.

Speakers from Galway

Max Allowance: €125

Break down €75 for Dinner and €50 for Reception.

Given the current circumstances, a fee may be given in lieu of travel/accommodation expenses - please contact the Societies Office to discuss.

Intersociety organisation

Max €800 per annum. Max of €600 for one intersociety

Subject to actual costs of the intersociety. Consultation with the societies office is essential.

There may be a cost to hosting a virtual intersociety – please contact the Socsbox

Prize Money / Trophies

For non-fundraising competitions

Annual allowance €300 (increased during current restrictions.)

Productions

€500 per production subject to actual costs. €200 may be available in advance the balance available on receipt of income and expenditure details and receipts for the production.

Publishing

Annual Maximum €350

Include name of publication, number of people involved in the production of the publication and 3 quotations from printers. Please note that editing software is available for designing the publication as the cost of publication is reduced if submitted in the final version to the printers.

Workshops and one-to-one tuition is available in desktop publishing, check with the societies officer.

Printing

Annual Maximum: €200

€120 of which may be used for pop-up stands or banners, these must be stored carefully and are expected to last at least 3 years.

Please note: *free photocopying is available for newsletters, please consult with the societies officer regarding quantity. There is limited colour printing 30 A4 or 20 A3 per event.*

Please see [Administration Costs](#).

Society Travel

TRAVEL IN RESTRICTED AND SUBJECT TO GOVERNMENT GUIDELINES - UNTIL SUCH A TIME WHEN THESE RESTRICTIONS CHANGE THERE WILL NOT BE FUNDING FOR THIS.

Travel forms must be completed and returned to the Societies Officer.

These forms can be submitted after the event but must be filled in at the start of the trip and kept by the trip Safety officer during the trip and submitted to the socsbox after the trip.

Society Accommodation in Ireland

50% of accommodation to a maximum of €20 per person for max 2 nights per person per trip - Accommodation for travel of a social nature is available for a maximum of 50 members per society, per annum.

Additional accommodation funding will be available for societies representing the university at competition level and may also be available for trips that are approved of by the USCG.

Note this is subject to the actual cost of the accommodation

Society Travel in Ireland

TRAVEL IN RESTRICTED AND SUBJECT TO GOVERNMENT GUIDELINES - UNTIL SUCH A TIME WHEN THESE RESTRICTIONS CHANGE THERE WILL NOT BE FUNDING FOR THIS.

Bus 50% of cost to a maximum of €800

(For groups of 5 or more)

Travel on Public Bus and Train 50% nothing For travel of a social nature where the group is too small or it is more economic to take public transport or where entry fee or accommodation is sought, 50% of ticket costs is available. Please see note below.

Individual Transport on Society Business (For groups of 4 or less) Return to a max of €30 per person in the Republic & €40 Six Counties.

The individual transport is for society business only and is restricted to committee members who have to attend compulsory meetings.

Note: Transport subsidy is available for travel to inter-varsities and competitions and for travel which is in the interest of the societies' aims and objectives.

Transport by car 25c per kilometre for a full car with 4 passengers or equivalent equipment. There is 6c per passenger/ equivalent equipment (to a max of 25c) so adjust for number travelling. Note cars must be insured and taxed and driver must have a driving license.

Foreign Travel

TRAVEL IN RESTRICTED AND SUBJECT TO GOVERNMENT GUIDELINES - UNTIL SUCH A TIME WHEN THESE RESTRICTIONS CHANGE THERE WILL NOT BE FUNDING FOR THIS.

Travel up to a max of 33 $\frac{1}{3}$ % & subject to available funds.

1/3 (33 $\frac{1}{3}$ %) of accommodation to a max of €20 per person per night to a max of 3 nights. Note: Annual Max €3000 per society.

Note: Individual maximum is €100

The intention to go on a foreign trip must be included in your budget submission in November and the destination and purpose must be relevant to your society and further its aims.

Travel forms must be completed and returned to the Societies Officer. Trip rules must be signed by all members. Only registered members of your society may go on a society trip.

A copy of these forms must be submitted before the start of the trip and a brief report submitted after the trip.

Special Events

What is being covered is under review, such as cinema visits, restaurant reservations and what other venues may safely provide. **ALL** events by all societies will require strict health and safety risk assessment and certain requirements will need to be met such as mandatory pre-sign ups and use of the calendar with detailed descriptions. Please discuss with the Socsbox **ALL in person** events, regardless of scale.

Maximum of €50 per event. Annual maximum of such events is 22. (max €1100) This section may be used for EGMs & Socs Days.

The €50 hospitality element of the speakers allowance may be available for an extraordinary or special events organised by the society. These events must promote the society on campus and add to the general social / cultural life of the campus. It may be used to subsidise entry fee to a variety of events open to all members which the society attends as a team building exercise.

Please note: *this is not available for your regular meetings, it must be open to the general student / staff body, be advertised one week in advance, and the event and must be posted to the society on line calendar on www.socs.nuigalway.ie. Can be used for Societies Days and EGMs*

Annual Special event Bonus

Annual Max €300

Maximum of €1 per member (signed up on societies day one and in your texting system) to a total maximum of €300 is also available per annum for special teambuilding/entertainment events e.g. entry fee to theatre/ cinema, bowling or other team building or social activities. Must be open to all members. (see your members in your dashboard under ‘view all members’)

Nights out and Social opportunities

See above.

Nights out and entry fees to social events such as bowling cinema etc.

50% of entry fee to a maximum of €300 per annum (increased from €100)

Committee Bonding

Annual max €100

Workshops

Workshops: **Max €75** per workshop to an annual **Max €1500**

Please note a minimum level of attendance is required to a maximum subsidy of €5 per person.

Note additional funding may be available for one off classes depending on experience of teacher and number of members attending, consult with the Societies Officer.

Please note current government restrictions apply.

Movie Screenings

Max Annual Allowance €180

There is now an umbrella licence in place to cover the showing of movies on campus.

Key restrictions

1. No advertisement may be made of the title to the general public, but you can advertise through media that you generate yourself i.e. notice boards, newsletters etc.
2. No charge may be made to view the film.
3. The license is only applicable to the named locations.

Key benefits

1. Allows the use of dvds or streaming - either your own library or those legally purchased/rented.
2. Unlimited showings all year round
3. No reporting of title use or audience figures
4. Low administration as the licence agreement renews automatically.

Warner Brothers is also covered under the licence.

Max €15 for DVD purchases/movie download receipt required.

Please see Capital Budget.

Hall Hire and AV

Funding may be available for off campus hall hire **please consult with the societies officer.**

AV hire for non-fundraisers may be funded **please consult with the Societies Officer.**

Fundraisers will not be subsidised with the exception of events organised by registered university charity societies. It is expected that society and charity fundraisers to cover their costs and make a profit for the society and the charity. **Please consult with any charity before embarking on a fundraiser in their name.** If you are unsure how to budget for your event please consult with the Societies Officer. **Any expenses incurred during the event should be deducted from the money raised before paying the money over to the charity.**

Additional Funding for unscheduled expenses may be available subject to USCG approval and available funds. Please use the description box in the specific category to request this funding and arrange a meeting with the Societies Officer to prepare your request for the USC.