Student Opportunities and Development Fund Terms and Conditions

The Terms and Conditions below set out how the Student Opportunities and Development Fund will subsidise certain types of activity within your projects.

Please note that applications will be decided on their merits.

Conferences and Training Conferences in Edinburgh
Small contributions will be made towards these activities. Organisers should intend to raise at least half of the costs and detail this in their application, along with a full provisional programme.

Conferences and Training Conferences outside Edinburgh
The number of students to be subsidized shall be judged by the Student Opportunities Department on the merits of each application.

The maximum per capita grant to such delegates will not exceed half of the total cost being charged per delegate, except in special circumstances.

Competitions outside Edinburgh
Grants may be made to team members participating in inter-university competitions at the highest levels.

The number of students to be subsidized shall be judged by the Student Opportunities Department on the merits of each application.

The maximum per capita grant to such team members will not exceed half of the total cost being charged per team member except in special circumstances.

Digital events and software
Grants may be made to help cover costs of digital events.

Most events and meetings can be arranged via Microsoft Teams. Teams is free to all students and is available via Office 365 Outlook. It’s ideal for face-to-face (round-table) gatherings up to 300 participants and integrates closely with Office 365 collaboration tools.

Zoom enterprise is also a free platform that students can use, however should be considered a final alternative.

There are no restrictions on usage of the platforms above, only recommendations on what might work best for you. The platform tool is also available to help.

Grants may be made to help cover costs of software where Teams and Zoom are deemed unsuitable for purpose.
Guest Speakers

a) Applications relating to the costs of guest speakers should include the following information:
   - Name of speaker
   - Date of event
   - Origin and cost of travel, only second-class fares will be met for guest speakers and this must be made clear when issuing invitations
   - Cost of accommodation
   - Hospitality costs included in the hosting of the speaker

b) The maximum bed and breakfast subsidy for guest speakers is £50.00. Hospitality costs should be a maximum of £7.50 for lunch and £20.00 for an evening meal.

If hosting an event with speakers, please read the University’s policy on speakers and events.

Performances
Props, costumes, sets and other items for performances must last longer than any one show and be re-used.

Room Hire
Student groups are expected to make use of the Students’ Association’s premises and any claims for the use of non-Students’ Association premises will only be accepted where suitable premises are not available.

Tours and Visits
Expeditions, tours and visits must be within the aims of the student group/project.

No more than half of the cost per capita shall be subsidised.

Ultra Vires
The principle of ultra vires is that an organisation such as a society cannot use its funds or resources to support or promote activity further to its stated aims. For example, a Bridge Society, which is set up to promote an interest in, and to play, the game of Bridge cannot use its funds to fund a guest speaker on “The History of Ancient Greece”. The speaker would rather have to address the issue of playing Bridge in Ancient Greece.

The principle of ultra vires will be considered with respect to any grant application.

What we will not fund

More than one application per project.

Society performances
Such events must be budgeted to break even to avoid the development of a culture of societies running loss-making shows and expecting the Students’ Association to cover the costs. The Students’ Association suggests that societies seek funding through sponsorship, advertisements in programmes and other fund-raising events; the Students’ Association can help suggest possible events, please contact the VP Societies and Activities (vpsa@eusa.ed.ac.uk) for details.
**Full costs of dance classes run by dance societies**
Members of the society are expected to contribute towards the costs of providing these classes.

**Sports Equipment**
Any sporting activities must be shown to be self-financing. Groups wishing to participate in the intramural leagues or other sporting activities should approach the Sports Union.

**Membership**
Groups that aim to function on a long-term basis should consider setting a membership fee to enable them to be self-sustaining. This should reflect the aims of the group, and the benefits obtained by members. Fees should be set at a level to groups who hold a similar purpose.

**Affiliation Fees**
In the event of a group wishing to pay affiliation fees to an outside body, the group should spread this cost across all members.

For example:
Cheese Lovers’ Society has 60 members
Cheese Lovers’ International Organisation affiliation cost = £120
Cheese Lovers’ Society membership = £3 (min) + £120/60 = £2 + £3 (min membership) = £5

If a group pays an affiliation based on the number of members, the group should increase the individual membership by the cost of affiliation per member, ie:

Cake Lovers’ Society membership has 120 members
Cake Lovers’ International Organisation affiliation cost = £100 for <100 members, £120 for >100 members hence:
Cake Lovers’ Society membership = £3 (min) + £120/120 = £1 + £3 (min membership) = £4 membership fee

**Websites**
Here are some example services for free websites.

**Mobile Phone Charges** unless in exceptional circumstances.

**Charitable donations**
The Students’ Association is restricted by law in its expenditure of grant money. As such, the Student Opportunities and Development Fund cannot be used to make donations to external causes, including:

Participation in outside charities, including Edinburgh Student Charities Appeal.
Political parties.

Students seeking funding to put on events to raise money for an external cause should apply to ESCA’s Charity Fundraising Grant.

**Student Association Elections**
This fund cannot be used to produce literature supporting any candidate in the Students’ Association’s Elections.

Bank Charges incurred by a group with an internal or external bank account.

Bank balance
This fund cannot be used to fund an increase in a group’s balance at the end of the year.

Alcohol