

# KSU ORGANISATIONS' FUND

## Regulations

### Section 1: The Board

**1.1.** KSU shall mean Kunsill Studenti Universitarji as elected/appointed through an election held by the AGM's appointed Electoral Commissioners and through the Education and Social Policy Commissions.

**1.2.** The Board shall be appointed through a KSU resolution according to these Regulations.

**1.3.** The term Applicant in these regulations shall refer to any University of Malta Senate Recognised Organisation.

**1.4.** The Board shall base all of its decisions on the Rules and Regulations found in this document and in case of any lacunae, base their decisions on good faith and the principles of natural justice to their discretion.

**1.5.** The Board shall be made up of four (4) members:

- A. The KSU President, who will have a casting vote;
- B. The KSU Financial Officer;
- C. Another member from the KSU Executive;
- D. A member of the academic staff.

**1.6.** The term of office of the Board shall be from the launch of the Fund until 30th March 2024 or until, at the discretion of KSU, the fund is deemed to no longer be sustainable with the aim of ensuring the sustainability of the fund for future years.

**1.7.** Decisions can only be taken when all members are present. The decisions taken by the Board are final and no appeal can be made.

- 1.8.** The Board will decide whether the sponsorship is feasible and sustainable as well as within the stipulated budget plan. Should the Board feel that this sponsorship is not so, it may reject the application.
- 1.9.** The aim of the Fund is to promote and encourage the appreciation and implementation of sports within the student body.
- 1.10.** The decisions taken by the Board are final and no appeal can be made save in cases of illegality.

## **Section 2: KSU Organisations' Fund**

**2.1.** The aim of the Fund is to promote and encourage Student Organisations to work together to hold events in aid of charity, social causes and in the interest of students and student well-being, and foster collaboration between different student organisations.

**2.2.** Payments will be paid directly from KSU – meaning applicants need to provide quotations of goods to be purchased or of expenses to cover the project applied for. Once all documents are submitted, KSU will issue payments directly to the vendors involved.

### **Section 3: Validity of Application**

**3.1** Student Organisations can apply for the Organisations' Fund from Wednesday 1st November 2023 until Tuesday 30<sup>th</sup> March 2024, or until the fund is depleted. No applications will be accepted after this date.

**3.2** Student Organisations must be senate recognised in order to apply for this sponsorship.

**3.3** Applications will be accepted up and until the communicated deadline.

**3.4** Student Organisation must provide evidence of their Senate Recognition.

**3.5** Applications will be received by the Finance Officer, and accepted by the President, Finance Officer, Student and International Affairs Officer, and Secretary.

**3.6** Once an application has been shortlisted, the applicant may be called in for an interview to discuss the project with the board. Once an agreement has been reached on the proposed project, the board will give their final decision whether the fund will be issued.

**3.7** No payment will be issued without evidence of fiscal receipts or official invoices.

**3.8** A clear Budget and Financial Plan should be included as outlined in the application.

**3.8.1** Any secured funding for the initiatives should be stated in the application. This includes the amount secured and the entity granting such funding be it another institution, private sponsor, foundation or other.

**3.8.2** It is up to the discretion of the Board whether to accept or reject a project which is already receiving a substantial amount of funding from another entity, depending on the scale of the project.

**3.8.3** Applications which conceal the above state information, will be automatically disqualified.

**3.9** The Fund cannot be used to settle any pending bills the Organisation might have. It is aimed at motivating applicants to come up with new projects or purchases of equipment that will engage the target audience.

**3.10** Activities and initiatives being funded or subsidised by this Fund should generally be of a non-profit nature.

**3.11** Prior to the payment being made, the applicant must prove that KSU has been tagged and credited with a photo a description stating "Thanks to the KSU Organisations' Fund @ksumalta" or a similar description which is made in a clear and legible manner through an Instagram story or in the case of the applicant not having such an account, another type of social media post would suffice.

## **Section 4: Selection Criteria**

**4.1** In awarding funds to applicants, the Board shall inter alia take into account the following criteria:

- Originality of proposed project;
- Quality of proposed project [on the basis of objectives, content, viability and methods];
- Quality and Content of Application Form;
- Impact of the proposed project [audience].

**4.2** The Board is at liberty to draft any additional criteria to determine the acceptance or rejection of the application.

## **Section 5: Applicability Rules**

**5.1.** The initiative must be targeted to University Students as its main audience.

**5.2.** Successful applicants should keep the KSU Finance Officer informed of its activities, alongside the KSU President.

**5.3.** The sponsored parties shall give due credit to KSU in its promotional material and use the phrase "Supported by the KSU Organisations' Fund" and the KSU Logo to acknowledge such support.

**5.4.** Not abiding by the conditions imposed in these regulations and by the board will prejudice any future applications, the amount of funds approved and potentially also the return of any funds obtained through this fund to KSU.

## Section 6: Documentation

**6.1** All documentation should be attached within the Application Form listed on the website in the following order and manner:

- Correctly filled-in Form
- Proof of being appropriately Senate recognised
- Initiative Description/Request
- List of Expenses to be covered by the Fund
- Quotations/Invoices/Relevant Documentation
- Other Relevant Documentation
- Declaration of Authenticity