

Part 1. Interpretation

1.1. Interpretation

- 1.1.1. In these regulations, unless the contrary intention appears, all words and expressions have the same meaning as they have in the constitution of the Clubs & Societies Council, and “Grants Manual” means the C&S Grants Manual, as updated by the Executive from time to time.
- 1.1.2. These regulations must be read in conjunction with the C&S constitution and C&S Affiliation Regulations.

Part 2. Grant Applications and Reports

2.1. Requirements

- 2.1.1. Each grant category has different requirements in terms of documentation that must accompany grant reports, and grant applications (where applicable), as set out in the Grants Manual.
- 2.1.2. Clubs are responsible for familiarising themselves with all grant application and report requirements, and ensuring that such requirements are met.
- 2.1.3. Grant applications and reports must be submitted as prescribed in the Grants Manual.
- 2.1.4. Clubs cannot claim expenses related to the purchase of alcohol.

2.2. Due Dates

- 2.2.1. All due dates for grant applications and reports set out in the Grants Manual will be strictly applied, unless an extension has been granted by the Executive.
- 2.2.2. The Executive may, in its absolute discretion, grant or reject applications for extensions to submission deadlines for grant applications and reports.
- 2.2.3. Where an application for extension is submitted after the due date, the Executive must reject it.

2.3. Bridging Finance

- 2.3.1. While not a grant, for the purposes of these regulations, the term “grants” encompasses bridging finance.

Part 3. Processing of Grant Applications and Reports

3.1. Grant Processing

- 3.1.1.** Grant applications and reports will be processed by C&S Office Bearers to ensure that all requirements set out in the Grants Manual are met.
- 3.1.2.** C&S Office Bearers should not process any grant applications and reports where there is, or perceived to be, a conflict of interest,
- 3.1.3.** Where a grant is to be assessed solely by the Treasurer, in accordance with §3.2.2, and there is, or perceived to be, a conflict of interest, or the Treasurer is unable to assess the grant for any other reason, the President will appoint another Office Bearer to process that grant.

3.2. Grant Processing by the Treasurer

- 3.2.1.** The Treasurer may process any grant applications and reports.
- 3.2.2.** The Treasurer is solely responsible for processing
 - (i) Club Equipment Grant Applications and Reports;
 - (ii) New Club Grant Reports;
 - (iii) Camp/Conference/Competition/Convention Grant Applications;
 - (iv) Regular/Weekly Social Function Grant Reports
 - (v) All Special Project Grant Applications and Reports; and
 - (vi) Bridging Finance.

3.3. Grant Processing by the General Representatives

- 3.3.1.** The General Representatives are responsible for processing
 - (i) Social Function and Orientation Week Grant Reports;
 - (ii) Camp Grant Reports; and
 - (iii) Conference/Competition/Convention Grant Reports.

3.4. Grant Processing by all Office Bearers

- 3.4.1.** All C&S Office Bearers are responsible for processing
 - (i) Orientation Grants; and
 - (ii) Administration Grants.