



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.
- 3.1.4.** The Treasurer may at their discretion appoint either the President, Vice President or Secretary to process a grant detailed in §3.3.1.

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.