

District Supported Events Policy

(dated Apr-23)



Date Created

Apr 2023

Responsibility

Finance Sub-Committee

Date Adopted by Trust Board

Review Date

Purpose:

This policy outlines the criteria for determining which events are eligible for District support and the process for requesting such support.

Scope:

This policy applies to all events hosted within the District, for those sections contributing to the capitation fee (Note: Network does not contribute).

Eligibility Criteria:

To be eligible for District support, an event must meet the following criteria:

1. the event must align with the District's values and goals
2. the event must be open and accessible to all members of the section(s)
3. the event must comply with all relevant regulations and be of an approved nature and risk assessed
4. the events must be fully costed and supported by a detailed budget, clearly highlighting the sum of money being requested and any risk to District if participation levels are not achieved

Process for Requesting Support:

The organiser of the event may request District support by submitting a brief proposal to the District Trust Board. The request should be submitted prior to 31st October in the year prior to the event taking place to ensure cost included in the budget and capitation calculations.

The proposal should include the following information:

1. description of the event, including its purpose and goals
2. proposed date, time, and location of the event
3. expected attendance
4. proposed budget, including any requested District funding or resources, together with mitigation options if number of participants fail to achieve budgeted levels
5. process by which support is paid (direct to supplier/provider etc)

The event support committee will review each proposal and make a determination on whether to provide support. Factors that may be considered include the event's alignment with District values and goals, alternative events and the availability of District resources.

Conclusion:

The District Trust Board will review requests for support and take into account the number of members benefitting from the support given and the risk to District funds if the event does not receive the proposed level of support from participants and any cancellation terms.