



# **JURA FUNDING AND SUBSIDY POLICY**

## **JANUARY 2020**

## **Introduction**

This policy document provides a guideline for all activities of the JURA National Executive and JURA Regional Executive Committees. It should be made available upon request to any JURA member.

It is the responsibility of the National Executive Committee to ensure that it is kept up to date, in line with JURA and CSSC financial rules and regulations.

## **CSSC Funding Grant**

JURA is funded by grant from the CSSC membership fees.

On an annual basis CSSC provides a grant to JURA in relation to the number of JURA members as an average during the previous membership year.

This money can only be used for the benefit of JURA/CSSC members. Non members may not be offered subsidy, unless there is a discount offered by a provider for a group booking or activity.

## **National Accounts**

This grant is payable after JURA provides a set of Audited Accounts to CSSC.

The National Treasurer is responsible for production and upkeep of these accounts.

## **Auditing of Accounts**

The National Chair will approach a JURA (non Executive committee) member to audit these accounts.

On completion of the auditing, the National Treasurer will send the accounts with all appropriate bank statements to CSSC for approval.

## **Funding within JURA**

On receipt of the annual grant, the National Treasurer will inform the National Executive Committee the level of the grant.

The National Chair will then prepare JURA's Financial Plan for the coming year, using the following guidance.

- 50% of the annual grant will be used for National Events and Activities.
- 50% will be divided between the JURA Regions, using the membership numbers to allocate funds on a percentage basis.
- Where there is no Regional Executive Committee within a region, its funds will be held in the national account.
- Members from these regions may apply for funding via JURA's Funding Bid process.

Each Regional Executive Committee must provide the National Executive Committee an annual financial account at the end of each year. This will be in the form of the JURA Audited Accounts Report.

## **JURA Subsidy Policy**

JURA members may apply to their Regional Executive Committee for subsidy in any activity they wish to organize or participate in, using the JURA Funding Bid process.

Regional Executive Committee must review any applications received and decide if the activity is a Regional or National based event.

Funding Bids that are deemed a National activity, shall be forwarded to the National Chair for processing.

## **Subsidy Levels**

JURA operates a maximum subsidy level of 50%. That is to say that the maximum any activity cannot receive more than 50% of the cost of that activity per individual or event.

However, JURA's funding is very limited, so each individual Funding application is reviewed on its individual merit, the number of JURA members participating and the total amount of funds that is available to it's members.

Regional Committee should plan to provide subsidy to as many different member activities/events as possible.

## **Subsidy Criteria**

Subsidy will not be given for any activity that CSSC organises, where a subsidy is already included. JURA members attending CSSC events, can claim expenses from CSSC. See CSSC Website for details.

Only JURA (CSSC) members may benefit from any subsidy. Non members, family members or friends of JURA members may not benefit from JURA Subsidy.

## **Exceptions**

The National Executive Committee must act within the guidelines of this policy, but may in exceptional cases decide to apply subsidy to JURA activities for non members on an adhoc basis.

Specifically, for activities which will result in an increase in membership of JURA and CSSC, or where it deems necessary to encourage member participation.

## **Funding Bid Process**

JURA members should apply to their Regional Executive Committee for subsidy in any activity they wish to organize or participate in, using the JURA Funding Bid process. See Appendix A for copy of Funding Bid Form

Any JURA member may apply for funds for an event or activity they wish to participate in. They must complete a Funding Bid Form, supplying information about the activity, date of event, numbers of members participating, costs, benefit to members, insurance requirements and level subsidy requested.

The completed form should be sent to the Regional Committee for consideration.

At this point members should not have purchased or entered into any form of financial agreement with any third party suppliers. Any expenditure prior to the approval of the Regional Executive Committee will be the responsibility of the individual member, not JURA.

On receipt of the Funding Bid the Regional Committee will decide if it is appropriate for them to fund the activity or forward it on to the National Executive Committee for consideration and funding.

### **Insurance & Risk Assessment**

All JURA activities and events are subject to CSSC insurance cover, provided they meet with the CSSC Guidelines on Insurance.

It is the responsibility of the person submitting the Funding Bid to carry out a Risk Assessment for the event and obtain copies of any third party insurance the provider may have.

These should also be sent to the Regional Committee for its records.

Only after receipt of such documents, will the National or Regional Committee approve the funding bid.

### **Rejection of Funding Bids**

In the event that a Funding Bid is not approved by the National or Regional Committee, the Chair of that Committee should inform the person submitting the form that it has reject the bid, explaining why and suggest any options.

JURA Members may not apply for JURA Subsidy for any event or activity organised by CSSC.

CSSC members may apply to CSSC for expenses and subsidy when participating in any CSSC organised event, in line with CSSC policy.