

Society Funding Policy

Article 1: General Conditions

1. Society Heads can use the provided [Society Funding Application](#) to request funding from TC/LC for events, plans, necessities, etc. (“funding object” in the following) which the society plans to undertake;
2. The TC/LC will use the information given in the Society Funding Application, as well as the following policy, in order to make reasonable, transparent, and fair decisions;
3. The TC/LC has the duty to keep their decision as closely aligned with the Society Funding Policy as possible, but also has the privilege to stray from it depending on the available funding and the current financial and social situation of the Association and the traineeship experience;
4. The funding object for which the Society Head requests funding should fulfill the following obligations:
 - (i) The funding object should be appropriate and fitting with the goal of the society;
 - (ii) The funding object should be to the benefit of the participants in the society;
 - (iii) The funding object should not go against the Statutes of the European Commission Trainees Association;
 - (iv) The funding object cannot be for profit;
 - (v) The funding object should be open to all Blue Book Trainees of the respective session. If by its nature, participation or involvement is selective or restrictive, a fair and open opportunity to register should be provided to all Blue Book Trainees on a first come, first served basis;
 - (vi) There should be no personal bias or preferential treatment involved on the part of the society in selecting participants;
 - (vii) The only preferential treatment allowed under the European Commission Trainees Association Statutes is reduced ticket price or special benefits for T-Card holders. The funding object should seek to include benefits for T-Card holders;
 - (viii) All material and goods acquired by a society (equipment, books etc.), and for which that society has been (or will be) reimbursed by the TC/LC, will remain the property of the Association at the end of the traineeship period.

Article 2: Funding Conditions

- 1) The funding amount should not exceed an amount equal to 5€ per participating Association member;
- 2) The total funding amount for a society for the entire session should not exceed 10% of the T-Card sale revenue of the concerned session;
- 3) If possible, considering the structure of the funding object, the society head should aim at including an alternative source of income, according to the following rules:
 - (i) Additional revenue may come from selling tickets, subject to the approval of the TC/LC and with the support of the TC/LC;
 - (ii) If additional revenue originates from ticket sale, there must be reduced ticket prices for members of the European Commission Trainees Association;
 - (iv) Additional revenue may be collected through fundraising parties, subject to the approval of the TC/LC. The TC/LC may offer assistance in the form of publicity and selling tickets.
- 4) The funds gathered by and allocated to the society will be kept in the Association bank account and only given to society on provision of receipts for all expenditures;
- 5) The following rules apply to refunds for specific expenditures related to the funding entity:
 - (i) No funding or reimbursement shall be made for trip expenditures;
 - (ii) No funding or reimbursement shall be made for food and drinks at internal society meetings;
 - (iii) Exceptionally funding or reimbursement shall be accorded for food and non-alcoholic beverages within events (e.g. coffee breaks), under the condition that food/drinks are not the main purpose of the event, unless otherwise authorised by the TC/LC;
 - (iv) Speaker gifts are limited to a maximum of 20€ per speaker;
 - (v) Funding for venues will be judged on a case-by-case basis, however, the TC will only partially fund venues and society must plan for some income to help cover venue costs.

Article 3: Application Procedure

1. In order to receive approval for society funding and in order to receive a refund of the requested expenditure, the Society Head and TC/LC must follow the following steps:
 - (i) The Society Head has to fill in the Society Funding Application in the most detailed way possible. They have to sign *Part 1* of the document to confirm that the provided information is correct;

- (ii) The treasurer of the TC or a member of the LC reviews the Society Funding Application and assess whether it fulfills the requirements;
- (iii) Based on the Society Funding Policy, the treasurer of the TC or a member of the LC presents to the TC/LC a draft rejection of the application, draft acceptance of the proposal, or draft conditional acceptance subject to amendments;
- (iv) The TC/LC discusses and votes on the draft application decision;
- (v) The approved funding amount is filled in in *Part 2* of the application (0€ if the Society Funding Application is rejected) and *Part 2* is signed by the treasurer of the TC or a member of the LC and send to the Society Head;
- (vi) The Society Head may receive a refund for all of their expenses associated with the funding object under the condition that the structure of the funding object is approved by the TC/LC and that the total amount of the refunds does not exceed the agreed upon funding amount;
- (vii) The Society Head must provide the proof of payments (eg. receipts,...) of the agreed upon funding object expenses to the TC/LC who will proceed to transfer the refund to the account of the Society Head;