



# Schedule of Allowances

*This Schedule of Allowances was passed by the UCC Societies Executive on **02/07/2025** to provide for the regulation of **guild funding**.*

*This Regulation was passed by the UCC Societies Executive under the authority granted to it by Article 9, Clauses 9.3 of [The UCC Societies Constitution](#).*

*Caoimhe Collins*

**Caoimhe Collins**  
**President**  
**UCC Societies Executive**

**Signed on: 08/07/2025**

*Molly Hickey*

**Molly Hickey**  
**Finance Officer**  
**UCC Societies Executive**

**Signed on: 08/07/2025**

# Contents

<b>Contents</b>	<b>2</b>
1. Outline	3
2. Start of Year Grant	4
3. Budget	5
4. Events	6
4.1. Guest Speakers	6
4.2. Ticketed Events	7
4.3. Charitable Events	8
4.4. Special Projects	8
4.5. Venue Hire	8
4.6. Photography	9
<b>5. Travel</b>	<b>10</b>
5.1. Non-Competitive Trips Abroad	10
5.2. Competitive/ Non-Competitive Trips Abroad	11
5.3. Trips Within Ireland (ROI & NI)	11
6. Equipment	13
6.1. Banners	13
6.2. Publication	13
6.3. Trophies	13
6.4. Clothing	13
7. Other	15
7.1. Affiliation Fees	15
8. What We Cannot Fund	16
Appendix 1: Example of Speaker Panel Event	17
Appendix 2: Trip to Dublin Zoo	17

# 1. Outline

- 1.1.** All funding is at the discretion of the Societies' Executive delegated to the Finance Sub Committee.
- 1.2.** The figures and advice below is an outline and is aimed to be used as a guide throughout the year when making a funding application.
- 1.3.** This document may also be updated throughout the year.
- 1.4.** The Societies' Executive funding aims to support the activities of all societies in which activities may not be feasible without such assistance.
- 1.5.** In considering applications for funding, the Societies' Executive may consider the society's level of activity, membership, and the society's own funds.
- 1.6.** Applications are reviewed on a case-by-case basis by the finance sub-committee and finance decisions ratified by the Societies Executive.
- 1.7.** If the Guild Funding is not spent, it will be returned at the end of the year as Clawback.

## **2. Start of Year Grant**

- 2.1.** The Start of Year Grant is intended to get a Society off the ground and up and running for the year.
- 2.2.** Societies who have a positive balance but less than €500 in their account (i.e. between €0 - €499) will have their balance topped up to €500.
- 2.3.** Any society with €500 or more or that is in the negative will not receive a start of the year grant and may spend the retained funds in their society accounts to pay for their start of year expenses.
- 2.4.** The Start of Year Grant is considered the Society's Own Money and can be spent on whatever a society wishes but as with all money spent, receipts must be kept and handed in to the office.
- 2.5.** Clawback does not apply to the Start of Year Grant

### 3. Budget

- 3.1. Each society is obliged to submit a budget at the beginning of the academic year.
- 3.2. The budget deadline is decided and announced annually. The 2025 Budget deadline is: **26/09/2025**
- 3.3. A budget from each society is necessary for the financial planning of the Societies' Executive for the year.
- 3.4. There is a budgets section on the online portal where you **MUST** submit your budget.
- 3.5. No society is guaranteed the total funds they apply for in the budgets.
- 3.6. Following all budgets being submitted, the Finance Sub-Committee will decide on an allocated amount for your society according to this Schedule of Allowances and the discretion of the Societies' Executive and should not be over 8% of the total budget.
- 3.7. Budgets do not have to be strictly adhered to.
- 3.8. They are aimed at being a guideline for the Societies' Executive.

## 4. Events

### 4.1. Guest Speakers

**4.1.1.** We will cover the below for guest speakers at events, workshops and conferences. This includes costs for a travel aide, if required by the speaker.

#### 4.1.2. Travel

**4.1.2.1.** €80 – speaker from Ireland, outside of Cork city.

**4.1.2.2.** €20 – speaker from Cork city.

**4.1.2.3.** Travel can include buses, trains, taxi's, etc. Fuel costs may be covered, but fuel receipts must be provided by the speaker.

**4.1.2.4.** Funding for international speakers will be decided on a case-by-case basis.

#### 4.1.3. Accommodation

**4.1.3.1.** Maximum €160 per one night.

#### 4.1.4. Speaker/Facilitators Fees

**4.1.4.1.** We will not cover these fees

#### 4.1.5. Dining and Catering

**4.1.5.1.** Dinners with the speaker/facilitator/carer will be funded to a maximum of either:

**4.1.5.1.1.** Dinner with the speaker after the event is funded to a maximum of €120 for one speaker and two committee members. An extra €40 is allocated per extra speaker at the event, but not per extra committee member.

**4.1.5.1.2.** The same allowance can be used to provide catering for speakers only before a conference. It cannot be used for both.

**4.1.5.2.** An upwards limit may be imposed at the discretion of the Finance Committee.

**4.1.6. Speaker Fees and Tokens of Appreciation**

**4.1.6.1.** Funding does not cover speaker fees.

**4.1.6.2.** We offer €30 per speaker for a token of appreciation.

**4.2. Ticketed Events**

**4.2.1.** Ticketed events should not require funding and the money collected from ticket sales should cover all the costs of the event.

**4.2.2.** However, with the exception of balls/parties/receptions etc., funding may be applied for where the event may not break even.

**4.2.3.** An application must be submitted to the Societies Executive detailing the event, the costs and the expected income from all sources.

**4.2.4.** All applications will be reviewed and approved or denied at the discretion of the Societies Executive, regardless of the details.

**4.2.5.** Any profits made from the event must be returned to the Societies Executive to the maximum of what was granted. Any profits after that may be kept for the society.

**4.2.6.** If funding is granted for a ticketed event, it is compulsory for a financial report to be completed

and sent to the Finance Officer. If not completed, further funding will not be granted to the society.

### **4.3. Charitable Events**

- 4.3.1.** Guild funding cannot be used for charitable events, and event costs should be considered within money raised.

### **4.4. Special Projects**

- 4.4.1.** Special Projects allow funding for a number of events not normally funded by the Societies Executive.
- 4.4.2.** All applications will be considered on a case by case basis and the applications must be submitted by e-mail to the Finance Officer and President.
- 4.4.3.** Applications are expected to be heavily detailed and justified and must also contain a future funding plan if it is to become an annual event.
- 4.4.4.** The Special Project must become self-sustaining and societies can only apply once for funding for a particular Special Project.
- 4.4.5.** The deadline for the Special Projects applications differs annually and will be announced by the Finance Officer and President once it has been confirmed.

### **4.5. Venue Hire**

- 4.5.1.** Venue Hire is available up to €500 for off-campus non-ticketed events
- 4.5.2.** The funding can only be used for the room hire fee



- 4.5.3.** The application must include proof a suitable venue wasn't available in UCC

## **4.6. Photography**

- 4.6.1.** Photography is available for non-ticketed events and course dinners up to the value of €250 eg. Conferences, High Profile Guest Speakers, Course Dinners, Intervarsities and others

# **5. Travel**

## **5.1. Competitive / Non-Competitive Trips Abroad**

- 5.1.1.** It is an attempt to accommodate Societies travelling abroad for non-competitive or developmental events and will be similar to the special projects application.
- 5.1.2.** The application process will be competitive, in that no more than €35,000 in total non-competitive foreign trip funding will be awarded. No society will receive more than €5,000. In the interest of fairness, only societies who will not compete abroad and have not had a developmental trip abroad the previous year may apply for this funding.
- 5.1.3.** The Schedule of Allowances for non competitive trips is that of competitive trips, and funding will be based on this.

## **5.2. Competitive/ Non-Competitive Trips Abroad**

- 5.2.1.** Up to **100%** of registration costs and entry fees (where applicable).
- 5.2.2.** Between **50% to 66%** of travel costs.
- 5.2.3.** Up to **€35** per night for a maximum of 4 nights' accommodation for each attendee.
- 5.2.4.** The minimum personal contribution for travelling abroad is **€50** for a one night trip, plus **€5** for each night thereafter:
  - 5.2.4.1.** 1 Night: €50 pp
  - 5.2.4.2.** 2 Nights: €55 pp
  - 5.2.4.3.** 3 Nights: €60 pp
  - 5.2.4.4.** 4 Nights: €65 pp.
  - 5.2.4.5.** All funding will be applied after these contributions have been taken from the total of the trip. Contributions should be paid by students, but Societies own money can also be used.
- 5.2.5.** The remaining travel costs and any accommodation expenses exceeding the above limits must be provided as a personal contribution by the students attending.
- 5.2.6.** Costs incurred by extra services will not be funded.

## **5.3. Trips Within Ireland (ROI & NI)**

- 5.3.1.** Up to **100%** of registration costs and entry fees (where applicable).

- 5.3.1.1.** If other cost are covered by the registration fee please provide a breakdown of the costs so that we can fund relevant expenses in line with the Schedule of Allowances (i.e. if €30 travel is included in the registration fee, we will fund €15 of the travel cost in line with 50-66% of the costs)
- 5.3.2.** Between **50% to 66%** of travel costs.
- 5.3.3.** Up to **€35** per night for a maximum of 4 nights' accommodation for each attendee.
- 5.3.4.** The minimum membership contribution for any day trip is **€10**. For each night stayed the minimum membership contribution must be increased by **€5**.
- 5.3.4.1.** 1 Night: €15pp
- 5.3.4.2.** 2 Nights: €20pp
- 5.3.4.3.** 3 Nights: €25pp.
- 5.3.4.4.** Day Trip: €10pp
- 5.3.4.5.** All funding will be applied after these contributions have been taken from the total of the trip. Contributions should be paid by students, but Societies own money can also be used.
- 5.3.5.** The remaining travel costs and any accommodation expenses exceeding the above limits must be provided as a personal contribution by the students attending.
- 5.3.6.** Costs incurred by extra services will not be funded.

## 6. Equipment

### 6.1. Banners

- 6.1.1. The Executive funds €120 towards banners, for societies whose banners are damaged beyond use or over 3 years old.

### 6.2. Publication

- 6.2.1. Guild funding can support production for society publications, such as magazines and information booklets up to €500, for one printing of one publication per year.
- 6.2.2. Each application is considered on a case by case basis.

### 6.3. Trophies & Chains

- 6.3.1. Perpetual trophies and chains which will remain with the society and be given out year on year to members may be applied for, as well as the costs incurred on a yearly basis for engraving.
- 6.3.2. There is a limit of €200 for trophies and chains and of €30 for engraving in any one year.
- 6.3.3. €30 for Non-perpetual Trophies with a maximum of one per society per year.

### 6.4. Clothing

- 6.4.1. The Executive may fund 50% of clothing for certain activities, particularly with regard to health and safety (t-shirts to highlight instructors

when teaching kids), to a maximum of €150 per society.

- 6.4.2.** Each application is considered on a case by case basis.

## **7. Other**

### **7.1. Affiliation Fees**

- 7.1.1.** Guild funding can be used to cover 100% of society affiliation fees, or 50% of individual member affiliation fees.

### **7.2. Canva Pro Subscriptions**

- 7.2.1.** The Executive may fund up to €70 per society for Canva Pro Subscriptions.
- 7.2.2.** This funding is intended to support design and promotional needs where access to premium Canva features enhances the quality or efficiency of society activities.

## **8. What We Cannot Fund**

- 8.1.** Alcohol & food for members.
- 8.2.** Days out for members – bowling/activities etc.
- 8.3.** Donations - including charitable.
- 8.4.** Charitable and fundraising events.
- 8.5.** Political subscriptions
- 8.6.** Election campaigns.
- 8.7.** Society clothing (with exception to that mentioned above) – hoodies/t-shirts/suit allowances etc.
- 8.8.** Balls, AGM parties etc.
- 8.9.** Prizes for quizzes/competitions.
- 8.10.** Balloons & Stickers (As per UCC's Green Campus rules).
- 8.11.** Equipment purchased with the intent to distribute to and remain in the possession of event attendees.

If you have a query please reach out to the Societies President at [President@uccsocieties.ie](mailto:President@uccsocieties.ie) or the Finance Officer at [Finance@uccsocieties.ie](mailto:Finance@uccsocieties.ie).

President: Caoimhe Collins

Finance Officer: Molly Hickey

## Appendix 1: Example of Speaker Panel Event

A society is holding a speaker panel on Careers. There are 3 speakers, 2 from Dublin and 1 from Cork. For travel, they will receive €180 (2x80, 1x20). The two Dublin speakers will receive accommodation for the night for €320 (160 each). All speakers can be given a token of appreciation which amounts to €90 (30x3) and be brought for dinner €200 (120 for first speaker and two committee members, and 40 per extra speaker). This amounts to €790 guild funding.

## Appendix 2: Trip to Dublin Zoo

A society is going on a trip to Dublin, to visit the Zoo, bringing 20 people. Entry fees are €10pp, and the guild will cover the €200. The train is €30pp return, and the guild will fund up to 66% of this (Guild: 396, Other 204). Total Cost: €800.

However, the minimum member contribution of €10 must be used against this  $10 \times 20 = €200$ . The guild will fund the other €600 (approximately €200 + €396).