**Emergency Hardship Fund Disbursement Group**

**Approving and Spending Funds**

**1. Approving Funds**

The Emergency Hardship Fund Disbursement Group (“the Group”) will make decisions on how the Fund will be disbursed, according to the following process:

* DDAR will take responsibility for collating funding applications and issuing advice, working to deadlines agreed by the Group.
* Applications to the Fund will be circulated to the Group members prior to disbursement meetings.
* The Group will come to a decision as to which projects are to be funded and to what value (whether full or in part), based on agreed guidelines and the knowledge and expertise of the Group.
* This decision will be ratified by the Chair, whose decision is final.
* Applicants will be informed of the Group’s decision within a week of the meeting.
* Unsuccessful applicants have no right to appeal the decision, but can reapply in future funding rounds, if available.

**2. Spending Funds**

Once the Group has made a decision, successful projects must spend the allocated funding as outlined below.

* Funds must be spent as outlined in the application, and as agreed by the Group.
* Money must be spent by the end of the 2021/22 academic year.
* Any requested amendments to planned spend must be submitted to the Chair of the Group (or their nominated representative), to be reviewed by the Group over email. A decision will be made by the Group and ratified by the Chair. This decision will be communicated to the project lead within two weeks of the request being made. The Chair’s decision is final.
* If the money cannot be spent as planned, and the Chair has not agreed to any requested amendments, the money must be returned to the Fund.
* Once the project has finished, any unspent money must be returned to the Fund.