

Internal Funding Policy

Owner	PIC	Approval Date	November 2019
Approved by	Board	Review Date	July 2022

1. Purpose

This policy outlines the internal funding pools administered by the National Executive to further the equitable aims of the organisation. There are two funds, the **National Equity Fund**, and the **Satellite Fund**.

2. Principles

The National Executive (NX) is responsible for the day-to-day administration of both funds, and for providing the necessary processes for the funds to operate.

The National Executive, in consultation with the Board of Directors, will provide for an allocation to the Funds in the National Budget, based on the previous years' expenditure; projected events and attendees for the coming year; projected registrations fees; and the financial position of the organisation.

3. Satellite Fund

The Satellite Fund is an internal source of funding for Regional Councils who wish to expand UN Youth's reach by providing events in areas of their region that:

- Historically have low levels of UN Youth engagements; or
- Are distant from the main centres of each region (Auckland, Wellington, Christchurch and Dunedin).

In order for this to occur, each Regional Council shall provide a list of projected satellite events they intend to provide in the coming year.

Prior to confirming that an event funded through the Satellite Fund is to be held, the relevant Regional Council will submit a projected budget of costs for the event to the National Finance Officer, as the means of applying for a grant from the Fund. The National Executive may outline the specific form and requirements of an application to the Fund. All eligible, reasonable costs will be able to be covered from the Fund. The reasonableness of a cost will be determined by the National Finance Officer, and should a particular cost be unreasonable, only a portion of that cost may be covered. Spending should not occur without prior approval.

Eligible costs include:

- Transport costs incurred travelling to and from the location of the satellite event; and
- Accommodation costs incurred by volunteers organising or supporting the satellite event.

Volunteer reimbursements pursuant to a Fund grant are subject to the standard reimbursement policy and procedures.

4. National Equity Fund

The National Equity Fund is an internal source of funding that offers financial assistance to enable participants to access certain UN Youth events. The Fund shall be available for those participants wishing to attend a national event; participants in a regional or international event shall not be eligible for an Equity Fund grant.

The National Executive, in consultation with the Board of Directors, will provide for an allocation to the National Equity Fund in the National Budget, based on the projected registrations fees of the year's national events, and the financial position of the organisation.

The fund shall be shared equally between all national events. In the event the total allocation is not utilised any left over amount will be carried over into the funds available in the following year.

The Fund may provide support to participants who are:

- Undergoing circumstances of financial hardship;
- Would benefit from involvement in UN Youth's events and programmes; and
- Show promise in their ability to contribute back to our organisation and their wider community.

The Fund will be administered by a specified National Executive Officer, who, in confidence, will operate an applications process. Consistent with the eligibility criteria above, the application process, including any elements of an application pack, the selection process and any specific criteria shall be determined by the National Executive, in consultation with the Board.

The specified National Executive Officer who has delegated responsibility for the Fund will review applications, and make determinations as to what, if any, support the applicant will receive. Those recommendations shall be subject to the approval of the National Executive.

An Equity Fund grant may be for:

- The event registration fee;
- Transport to the event;
- Accommodation for the event; or
- Any combination of the above, subject to the maximum grant size.

A successful applicant will be eligible to receive such support as the specified National Executive Officer deems necessary, although the maximum grant available to a participant will be the greater of:

- The event registration fee; or
- \$250.

For the avoidance of doubt, the existence of the National Equity Fund does not preclude national event committees from providing for their own scholarships or financial assistance, although an individual may only receive either such support, or a National Equity Fund grant, but not both.