



CSC Alumni Association Leaders

Funding guidance

Alumni Association Leaders are responsible for ensuring that activities funded by the CSC are delivered effectively and as per agreed timelines, meet the CSC's expectations for value for money and engagement, and comply with financial regulations in the UK and in the association country. All activities must contribute to the association's vision, mission, and strategic goals.

Please refer to your annual workplan, budget, and CSC feedback to guide your activity delivery.

All activities approved for CSC funding must be delivered by **31 March 2027**. All requests for funding must be submitted by **15 March 2027**.

Budget allocation

The maximum funding amount awarded to each Alumni Association is **£2,500** equivalent. This can only be used to fund activities agreed by the CSC, as outlined in the association's annual workplan.

Funded and non-funded items

Please refer to the lists below on what can and cannot be funded. If you are unsure as to what constitutes reasonable costs, you should contact the Alumni Team.

Funded items:

- Meals and refreshments required for the activity delivery
- Venue hires and essential audio-visual equipment
- Materials and communications to support and promote activities, such as banners, using free or low-cost channels where possible
- Stationery, such as notepads, pens, and other essential activity supplies
- Necessary travel expenses for activity delivery and participant engagement, where costs demonstrate clear value
- Reasonable speaker expenses, typically honorariums
- Zoom or similar virtual platform licence costs where required for delivering online activities

Not funded items:

- Activities outlined in the annual workplan and not approved for CSC funding
- Budgets that are excessive or not clearly justified against objectives, outputs, or local context (for example, disproportionate spending on catering or entertainment)
- Existing activities funded or delivered by the CSC
- Payment of staff salaries, office space, or overheads
- Financial support to individuals for personal ventures, businesses, or income-generating activities

- Activities that support a political campaign
- Activities that deliver direct services, for example vaccinations, health checks
- Development of new websites or databases
- Routine phone or internet costs related to organising activities (unless exceptional and pre-agreed)
- Payments to Alumni Association Leaders for their time or contributions
- Miscellaneous costs. All costs must be transparent and itemised.

Practical tips: cost efficiency and value for money

The following tips provide guidance on how to manage budgets effectively, maximise impact, and ensure cost-efficient delivery:

- Choose cost-effective venues, including free or low-cost community spaces where possible (for example, university venues, community halls)
- Leverage in-kind contributions, such as volunteer time, donated materials, or partner support (for example, inviting alumni to volunteer as speakers)
- Collaborate with local organisations, British High Commissions, or other expert/topical groups to share resources and reduce costs
- Focus spending on core programme delivery rather than branded merchandise or non-essential materials
- Review budgets regularly and adjust plans to stay within allocated funding
- Obtain at least two-three quotes to ensure best value for goods and services, such as catering, printing materials, venue
- Minimise travel and accommodation costs by using virtual delivery, engaging local speakers, and engaging local alumni where possible
- Maximise existing resources, including alumni and professional networks, digital platforms, and local expertise
- Promote sustainable, low-waste practices by minimising single-use plastics and prioritising reusable, biodegradable, or digital options (for example alumni association banners rather than activity specific so they can be reused)
- Seek sponsorship or external funding where appropriate to enhance impact, ensuring alignment with the association's vision and values. Refer to guidance on page 33 of the Alumni Association Toolkit

Financial accountability and record keeping

All costs must be supported by financial documentation, such as receipts, invoices, and quotes.

1. Once you have gathered your financial documents, email these to alumni@cscuk.org.uk alongside the updated budget submitted in your annual workplan. Where receipts or invoices are not written in English, you must provide a translation of the items referenced. Without this documentation, you will not receive funds.
2. You must submit your financial documents at least six weeks in advance. Please see the information below in the section 'Payment methods' for more details.
3. Documents and costs will be reviewed by the Alumni Team. You **must** wait for approval of the costs in advance of any agreement or payment made. If you make payments to vendors that are not approved, you will not be reimbursed.
4. Retain records (receipt, invoices) of all financial documents for reporting purposes.

Additional costs

Any unapproved additional costs incurred during the activity must be reported immediately with supporting evidence (for example, unforeseen venue extensions due to overruns).

Remittance guidance

Alumni Association Leaders must confirm receipt of funds once payment has been received. In some cases, the amount received may be higher than the approved budget, for example due to exchange rate fluctuations. Changes in activity delivery, such as a reduced number of participants, may also lower actual costs (for example, catering or venue requirements).

If the amount received exceeds what is required, or the full allocation is no longer needed, you must inform the Alumni Team and propose how the remaining funds can be reallocated to approved activities.

If the amount received is lower than expected, you must also notify the Alumni Team promptly.

Contingency

If activities need to be changed due to unforeseen circumstances, Alumni Association Leaders must notify the Alumni Team immediately. Any adjustments to delivery should be communicated at least four weeks in advance where possible.

Payment methods

- Payments will be made via **International Bank Transfer**
- Activity costs will be paid to an Alumni Association leader or a dedicated Alumni Association bank account upon receipt and approval of all necessary financial documentation
- Please note, it can take several weeks for funds to be received once processed. Association leaders should factor this into activity timelines and submit payment requests at least **six weeks in advance** of delivery or payment deadlines.
- In some cases, banks may charge for international payments. You are advised to enquire with your bank and include any applicable charges in your budget and payment requests.
- If payments are to be made to a UK bank account, please contact the Alumni Team for specific guidance.

Branding/Visibility

You **cannot** use the CSC logo in activity materials and resources, such as banners and flyers however, you should acknowledge CSC support in communications and materials.

Additional guidance

Please refer to further guidance on activity planning (page 17) and the CSC Code of Conduct for Alumni Associations (page 20) of the [CSC Alumni Association Toolkit](#).