



United Kingdom and Eire Council for Malaysian Students  
*(Majlis Perwakilan Pelajar Malaysia di United Kingdom dan Republik Ireland)*

## **UKEC FUND GUIDELINE**

**Prepared by:**

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## **UKEC Fund**

UKEC aims to empower Malaysian societies (MSocs) within the United Kingdom and the Republic of Ireland. UKEC acknowledges the difficulty in holding events of various scales and the difficulty in obtaining funding for those events. This explains the rationale of the UKEC Fund, which is designed to lighten the financial burden of MSocs.

It is in the best interest of UKEC, that MSocs are able to organise their respective events such as Malaysian Night (MNight), Malaysian Games or Malaysian Festival (MFest) successfully. Given the context, however, it is important to note that applications for the UKEC Fund will be reviewed on a case-by-case basis, due to the limited resources that UKEC has.

## **Disclaimer**

1. The aim of the UKEC Fund is to help MSocs **breakeven** and not to make a profit.
2. The UKEC Fund is prioritised at assisting smaller MSocs, and/or MSocs with income and bank account figures below a particular threshold.
3. In the case where UKEC is financially restricted, it shall not have any obligation to provide any UKEC Fund.
4. The UKEC Fund is also prioritised to support MSocs who are in need of funding for a cultural initiative or intellectual discourse.

## **Procedures**

Application stage	<ol style="list-style-type: none"><li>1. MSocs must apply using the UKEC Fund Application Form that will be provided by UKEC.</li><li>2. MSocs are to submit their event proposals and required documents to UKEC National Treasurer at <a href="mailto:colinlee@ukeconline.com">colinlee@ukeconline.com</a> for the events they are requesting UKEC Fund for.  Please submit the proposals with e-mail subject – “UKEC FUND-&gt; [NAME OF MALAYSIAN SOCIETY]-&gt; [EVENT NAME]” attaching all the documents required, as stated in (3) (see below). For example: “UKEC FUND-&gt; Warwick Malaysian Student Association-&gt; Malaysian Night 2021”</li><li>3. The required documents are:<ol style="list-style-type: none"><li>a. Event proposal</li><li>b. Latest financial statements from bank/Student Union</li><li>c. Projected income and expenditure of the event</li></ol></li><li>4. Proposals should include (but are not limited to) the event's goals, expected budget, target Malaysian audience, and target international audience.</li><li>5. The UKEC National Treasurer and Executives of the Treasury Office will review and shortlist applications based on an internal, standardised template and UKEC's specifications as explained below in the approval stage.</li></ol>
Approval Stage	<ol style="list-style-type: none"><li>1. The distribution of funds will solely be at UKEC's discretion, i.e. how many societies receive funding, and how much each society receives.</li><li>2. UKEC's decision-making process is subject to the following:<ol style="list-style-type: none"><li>a. Financial status of the society</li><li>b. The feasibility and success of the event: UKEC would assess all factors related to the execution of the event to ensure that the fund is being channeled towards an event which would be impactful and successful</li><li>c. The scale and nature of the event</li></ol></li></ol>

Accountability	<ol style="list-style-type: none"> <li>1. No transfer will be made to personal accounts, regardless of the individual's position within the MSoc.</li> <li>2. MSocs would have to issue an invoice to UKEC for the amount agreed (once the application is successful) and a receipt (after the funds have been transferred).</li> <li>3. Post event, MSocs are required to submit a <b>post-event report</b> using the template provided by UKEC, along with the following documents (within 7 days from the event date): <ol style="list-style-type: none"> <li>a. Actual income and expenditure of the event</li> <li>b. Evidence of payment (eg. receipts, invoices for the event's expenses)</li> </ol> </li> </ol>
Timeline	<ol style="list-style-type: none"> <li>1. Applications will open from 2nd November 2020 to 30th June 2021.</li> <li>2. The UKEC Fund applications will be reviewed on a rolling basis.</li> <li>3. The timeline for the UKEC Fund is as follows: <ol style="list-style-type: none"> <li>a. MSoc submits application form and required documents at least 1 month before the event date</li> <li>b. UKEC would review the application within 2 weeks of the submission of application</li> <li>c. Upon approval of application, UKEC would transfer the funds within 2 weeks <b>after</b> the event date, subject to the submission of the post-event report. Any unsuccessful applicants would be notified with a reason for their rejection of application.</li> </ol> </li> </ol>

## **Timeline**

Below is **an example** of the timeline for the application process for an event held on 31st December 2020:

1. **Submission of application: latest by 1st December 2020.**  
MSoc submits application form, financial statements, budget and proposal.
2. **Two weeks after application submission: 2nd - 16th December 2020.**  
UKEC makes a decision on the application status and informs the particular MSoc.
3. **Two weeks after event date: 1st January 2021 - 14th January 2021.**  
UKEC transfers funds to the MSoc for the successful application.

**Note:** Please note that the decision for each application can be made and communicated at any time within 2 weeks of application and the timeline for the release of the funds to the respective MSoc will only begin when a post-event report is properly received by UKEC.

## **Note**

Given that this guideline is only delivered to the Supreme Councillors on 1st November 2020, an exemption from the UKEC Fund application submission deadline will be awarded to events that are occurring **between 2nd November 2020 and 16th December 2020**.

Any events occurring after 16th December 2020 shall be strictly subject to the 1-month submission deadline and timeline as outlined above.