



United Kingdom and Eire Council for Malaysian Students

Majlis Perwakilan Pelajar Malaysia di United Kingdom dan Eire

UKEC Fund Guideline

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UKEC Fund

UKEC aims to empower Malaysian Societies (MSocs) across the United Kingdom and the Republic of Ireland by providing transparent, fair, and impact-driven financial support. Recognising the challenges MSocs face in organising events of varying scales—particularly in securing sufficient funding—the UKEC Fund was established to help alleviate financial burdens and enable the successful execution of culturally and intellectually meaningful events, such as Malaysian Night (MNight), Malaysian Games, Malaysian Festival (MFest), or other flagship initiatives.

To ensure that funding is distributed equitably, strategically, and with accountability, UKEC has introduced a refined 3-Layer Funding System. This framework prioritises:

- Need-based access for financially limited societies,
- Merit-based incentives to reward best practices, and
- Emergency reserves to respond to unexpected challenges.

Each application will be evaluated on a case-by-case basis, in consideration of UKEC’s limited resources and the framework’s guiding principles of equity, transparency, and impact.

Disclaimers

1	The UKEC Fund exists to support MSocs in achieving financial sustainability, particularly in cases where events are expected to run at a net loss despite reasonable efforts.
2	The UKEC Fund allocation is not guaranteed and is subject to UKEC’s financial capacity, reviewed annually and mid-year to ensure responsible disbursement.
3	Priority will be given to MSocs with demonstrated financial need, especially those: ➤ With limited or no sponsorship, ➤ With smaller or regional reach, and/or ➤ Operating under lower account balances.
4	The UKEC Fund is also prioritised to support MSocs who are in need of funding for a <i>cultural initiative</i> or <i>intellectual discourse</i> .
5	The UKEC Fund operates on principles of equity and impact, and funding decisions are made using a transparent, merit-informed evaluation system under Treasury Office oversight.

Timeline

1	<p>Submission of Application (before 30th April 2026)</p> <p>Malaysian Societies submits application form, financial statements, budget and proposal <i>at least FOUR weeks before</i> the event commences.</p>
2	<p>Approval Period</p> <p>UKEC makes a decision on the application status and informs the particular Malaysian Societies <i>TWO weeks before</i> the event commences.</p>
3	<p>Fund Distribution</p> <p>UKEC transfers the funds to the Malaysian Societies <i>in TWO weeks</i> after the submission of complete post-event report.</p>

Procedures

Application Stage	
1	<p>Malaysian Societies must apply using the UKEC Fund Application Form that will be provided by UKEC at least four weeks before the event.</p>
2	<p>Malaysian Societies are to submit their event proposals and required documents to UKEC National Treasurer at kaiying.tang@ukeconline.com for the events they are requesting UKEC Fund for.</p> <p>Please submit the proposals with the e-mail subject – “UKEC FUND-> [NAME OF MALAYSIAN SOCIETY]-> [EVENT NAME]” attaching all the documents required, as stated in (3) (see below).</p> <p>For example: “UKEC FUND-> Warwick Malaysian Student Association-> Malaysian Night 2025”</p>
3	<p>The required documents are:</p> <ol style="list-style-type: none"> a. Event proposal b. Latest financial statements from bank/student union c. Projected income and expenditure of the event
4	<p>Proposals should include (but are not limited to) the event’s goals, expected budget, target Malaysian audience, and target international audience.</p>

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.
Approval Stage	
1	All UKEC Fund applications will be reviewed, and applicants will be notified of their approval or rejection status at least two weeks prior to the event date.
2	The distribution of funds will solely be at UKEC's discretion, i.e. how many societies receive funding, and how much each society receives.
3	<p>UKEC's decision-making process is subject to the following:</p> <ul style="list-style-type: none"> a. Financial status of the society b. The scale and nature of the event c. 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 channelled towards an event which would be impactful and successful d. Merit criteria (for bonus consideration)
Funds Distribution Stage	
1	<p>Malaysian Societies are required to submit a post-event report using the template provided by UKEC, along with the following documents (within 14 days from the event date):</p> <ul style="list-style-type: none"> a. Actual income and expenditure of the event b. Evidence of payment (eg. all invoices and/or receipts for the event's expenses) c. Post-event report using UKEC's template
2	The funding would only be transferred after no discrepancies are found in the post-event report.
Merit-Based Criteria – Performance-Driven Funding Bonus	
To recognise and reward excellence, MSocs may receive up to 15% additional funding on top of their approved base allocation by fulfilling specific merit criteria. These criteria reflect UKEC's values of collaboration, transparency, good governance, and strategic alignment.	
1	Each fulfilled criterion contributions 5% bonus to the base fund
2	Maximum bonus capped at 15%, even if more than six criteria are met
3	Assessed during post-event review by the Treasury Office.

Criterion	Bonus %
Submitted a complete post-event report on time and demonstrated exemplary financial management (accurate budgeting, no discrepancies, timely documentation)	5%
Collaborated with UKEC Offices (e.g., events co-promoted or co-planned)	5%
Event involved ≥ 2 regions or MSocs (cross-regional or joint efforts)	5%
Used official templates/tools from UKEC's Digital Hub (e.g. budget planner, invoice template, tracker)	5%
Supported UKEC Treasury initiatives (e.g. used FinLit tools, templates, or standardised budgeting)	5%
Organised inclusive, holistic, and/or innovative events (e.g. culturally representative, accessible, intellectually enriching, aligned with UKEC values as stated in Article 3 of the Constitution)	5%

Evaluation: Conducted via an internal rubric under the Treasury Office during the fund distribution stage.

Accountability

1	No transfer will be made to personal accounts, regardless of the individual's position within the MSoc in normal circumstances .
2	MSocs would have to issue an invoice to UKEC for the amount agreed (once the application is successful)
3	MSocs would need to play a promotional video of UKEC in the event.
4	MSocs would need to use UKEC's logo in all your marketing materials and mentioned UKEC in the event.

UKEC believes in building a transparent, collaborative future with MSocs. By planning together and funding fairly, we hope to innovate, empower, and sustain the Malaysian student movement across the UK and Ireland.