

# STUDENT PROJECTS GRANT SCHEME

## *Application guidelines*

### What is the Student Projects Grant Scheme?

The Student Projects Grant Scheme is funded by the Kent Opportunity Fund, which was established to increase opportunities for students at Kent, today and in the future. The Fund supports students by providing scholarships to enhance their academic studies, offering bursaries to assist individuals who are suffering financial hardship and funding projects that help students to develop their personal and professional skills. The Student Projects Grant Scheme allows donations given by alumni and friends of the University to reach as many students as possible by enabling individuals to bid for funds to run their own projects.

The Development Office invites applications for project funding on an annual basis, with the next cycle of funding scheduled for the 2018/19 academic year. **The Student Projects Grant Scheme will be open for applications on 1st December 2019 and the deadline for the applications will be 17 January 2020.**

There is up to £10,000 available to fund student projects for the 2019/20 academic year, with a maximum of £2,000 per project.

### Who is eligible to apply?

Applications are welcome from **student groups** across the University, including the campuses in Canterbury and Medway, our centre in Tonbridge and the University's European centres in Brussels, Paris, Athens and Rome.

### Who decides how the grants are allocated?

Applications are shortlisted by the Grants Allocation Panel and staff from the Development Office before the Panel meets to select the successful applications. The Grants Allocation Panel usually consists of representatives from:

- Careers and Employability Service
- Kent Union
- Development Office

### Judging criteria

The Student Projects Grants Allocation Panel makes grant decisions according to the following criteria:

- The project must support one or more of the University's [strategic priorities](#) and the aims of the Student Projects Grant Scheme to enhance the student experience and employability of members of our student body
- The project must demonstrate both an immediate and a long term benefit to the members of the Kent student community
- The project must achieve definable outcomes within a set period of time, ideally by the end of the summer term 2020
- The projects must be new and not a repeated project/activity
- The fund must not be used to fundraise for charities
- The project must show evidence of exploration of appropriate external and internal sources of funding

The aim of the Student Projects Grant Scheme is to support a variety of co-curricular activities benefiting students across the entire University. Projects which receive funding in previous years would not be considered for further funding. Applications relating to an individual student's academic study will not be considered. Multiple applications from a group/department/school will be considered, but it is unlikely that more than one application will be successful. Please prioritise projects that meet the current objectives of the group that you are representing.

### **Example of a successful application**

The Wellbeing Boxes for Welcome Week was one of the successful grant applications that received funding in 2018 to support new students. Through conversations with students experiencing poor mental health, they often talked about having forgotten what they enjoyed doing when things are going well. The idea was to create wellbeing boxes, in which students can put their personal collection or reminders, ready for such a period. There was also a social media campaign that encouraged wider discussion about maintaining wellbeing and practical advices about wellbeing boxes. The project was open to all students.

### **How do I apply for a Student Projects grant?**

Please check that the project meets the criteria before you apply. The application form can be downloaded from: <https://blogs.kent.ac.uk/development/2019/11/28/student-projects-202> Student groups that are part of Kent Union should submit their applications to Kent Union two weeks prior to the deadline in order to obtain approval and signature from Kent Union staff.

### **What should be included in the application?**

- Explanation of the project and how it meets with the criteria for support
- Duration of the project, including start and finish dates
- Clear budget plan with breakdown of costs
- Information on other sources of funding for the project
- How you would acknowledge the support of the Kent Opportunity Fund (e.g. newsletters, websites, publications, etc.)
- Authorisation from the group/department/school's management or organising committee

### **Terms and conditions of grant acceptance**

The Kent Opportunity Fund is financed entirely by donations from alumni and friends of the University. It is imperative that we are accountable to our donors for the way in which their

donations are used, and we ensure that the grants are applied to the projects which have been selected by the Grants Allocation Panel. Successful applicants will be asked to sign the Terms and Conditions of Grant Acceptance which outlines their reporting responsibility to the Panel and the donors of the Kent Opportunity Fund.

- Project leads will join regular meetings with the Development Office to report on the progress of their projects. These reports will be circulated to the Director of Development (with operational oversight of the Kent Opportunity Fund)
- The Student Projects Grant Scheme operates on a reimbursement basis. For projects run by students which are approved within the University (i.e. departments, faculties and schools), we will disburse the grant at the end of the academic year ending June 2020, or once the project has been completed and an impact report and a reimbursement form submitted (whichever is sooner). For projects run by student groups and societies within Kent Union, grants will be given directly to Kent Union for disbursement to student groups, when the reporting requirements have been met.
- For departments, faculties and schools, photocopies of receipts along with the reimbursement form (available in the Development Office) must be submitted to the Development Office before the end of the academic year ending June 2020, or upon the completion of the project, whichever comes earlier. The Development Office will determine approval of a transfer of funds to your group, pending review of expenses.
- For student groups within Kent Union, any purchases must be signed off by Kent Union beforehand.
- Any unspent funds by the academic year ending June 2019 can be carried forward to December 2020. **The project must be completed by this date.**
- At the end of your project, you will need to produce an impact report showing how the funds have been used and how the funds have benefited your group/department/school/the wider University.
- Project leads and members will take part in occasional activities and events involving donors to help demonstrate how the Kent Opportunity Fund has helped you achieve your project goals.
- **If your project includes an event or showcase you must invite the Alumni Stewardship Officer, Alex Perkins, to attend.**
- Information about the Kent Opportunity Fund must be included in any publicity related to the project.

### **Application timeline**

Deadline for 2020 applications is Friday 17th January 2020 at 5:00pm.

### **Further information**

If you would like to discuss the Fund in more detail, please contact Alex Perkins

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Alumni Stewardship Officer