



TERMS AND CONDITIONS OF GRANT ACCEPTANCE

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 Kent Opportunity Fund is built 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 used for the projects which have been selected by the Grants Allocation Panel.

These terms and conditions outline the reporting responsibility of the grants recipients to the Panel and the donors of the Kent Opportunity Fund.

This agreement is a condition of receipt of funds and should the terms not be satisfied, the Development Office reserves the right to demand repayment.

By accepting funding from the Student Projects Grant Scheme, you agree to the following:

1. Use of Fund

The Student Projects Grant Scheme operates on a reimbursement basis. For projects 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 within Kent Union, grants will be given directly to Kent Union for disbursement to student groups.

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 2020 can in exceptional circumstances be carried forward to December 2020.

The project must be completed by this date.

2. Reporting

At the end of the project you will must produce an **impact report** showing how the funds have been used and how the funds have benefited your group/department/school/wider University.

No funds will be released until this documents has been received by the Development Office.

3. Publicity

You will provide photographs, interviews and any press and public relations materials, to be included in University publications and communications, as well as in external press releases if necessary.

Information about the Kent Opportunity Fund will be included in any publicity related to the project.

4. Stewardship

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.

You may be invited by the Development Office to meet with the higher level Kent Opportunity Fund donors and discuss your activities if the donors' interests are closely aligned with your project.

5. Acknowledgment

Recognition of the **Kent Opportunity Fund** should be made whenever possible.

Signature _____

Name _____

Job title or Student _____

Date _____

Please return these Terms and Conditions signed by an authorised signatory to
A.R.Perkins@kent.ac.uk or send to:

Alex Perkins, Alumni Stewardship Officer, Development Office, Room G17, Rutherford
Annexe