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 2014/15 academic year. The Student Projects Grant Scheme will be open for applications on 6 October 2014 and the deadline for the applications will be 19 December 2014.

The total amount available to fund student projects for the 50th anniversary year is £65,000, with grants of up to a maximum of £5,000.

Who is eligible to apply?

Applications are welcome from student groups in Kent Union, departments, faculties and schools 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 Chair of 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:

- Student Services
- Kent Union
- Faculties of Humanities, Social Sciences and Sciences
- The donor community
- Development Office
- 50th anniversary team

Judging criteria

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

- The project must contribute to the celebrations of the University’s 50th anniversary, and take account of one or more of the three main themes of the celebrations:
  - Pride in our past
Celebrating the present
Inspiring the future

- 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 50th anniversary year in September 2015
- 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 projects benefiting students across the entire University. 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 Campus2campus is one of the successful grant applications that received funding in 2013/14 for a team of runners from the Athletics and Cross Country Club to run from Canterbury to Paris.

Features of the project included:

- Raising the profile of one of our European centres (in this case Paris)
- Showcasing the talented student athletes at Kent to the local community
- Raising funds for a prominent local charity
- Extra funding from internal sources
- Blogging about their training, a Twitter account for the project and filming undertaken during the challenge helped us communicate their achievements to the donor community.

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

Please check that the project meets the criteria above before you apply. The application form can be downloaded from: [www.kent.ac.uk/giving/opportunityfund/](http://www.kent.ac.uk/giving/opportunityfund/)

**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 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 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. 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 Officer 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) and to the Director of Student Services (Chair of the Student Projects Grants Allocation Panel).
- 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 2015, 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 disbursal 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 2015, 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 2015 can be carried forward to December 2015. **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.
- Information about the Kent Opportunity Fund will be included in any publicity related to the project.

Application timeline

Deadline for 2014/15 applications is Friday 19th December 2014 at 5:00pm.

Further information

If you would like to discuss the Fund in more detail, please contact Eva Chow on:

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