



How to Apply for a Grant: Guidance for Student Applications

The BGU Foundation Fund was set up by the Alumni of BGU to support projects that enhance the student experience and help make a difference to other peoples' lives. The money for the fund comes from philanthropic donations from individuals, trusts, companies and general fundraising.

What can you get funding for?

The fund supports a range of projects that clearly demonstrate enrichment during the student's time at the University that cannot be resourced through the University's main funds. The fund focuses on providing a number of small grants to assist with expenses incurred when undertaking voluntary work or other innovative, creative, charitable or community based projects both here in the UK or overseas. Already many BGU students have been involved in a range of projects including teaching orphans in Nepal, classroom building projects, teaching in Kenya and Uganda and working with children affected by HIV in Southern Africa. These are just some examples of the projects undertaken. You can read more in our alumni magazine, BG Talk. Copies of these are available at various places around campus or you can pick one up from the Alumni Office. You too could truly make a difference! Please note- you will not be eligible for an award if you have received one within the current or previous academic year.

BG's priority areas for funding in 2020/21 include:

- o BGU clubs and societies
- o Innovative and creative local community projects
- o Volunteering at overseas projects

How much will you be able to get?

Please be aware that grants for the Foundation Fund are not guaranteed. Grants of between 30-100% of the amount requested (maximum of £500) are awarded. Please be aware that the amount awarded is dependent on the quality of your application submitted and the evidence you provide.

How do you apply?

If you are interested in applying for a grant, click on the application form on the Foundation Fund section of the website, or directly from the student portal.

The Disbursement Committee meets three times a year to go through all applications and take into consideration the project, the quality of the application and the supporting evidence before making decisions. You can submit your application at any time but these are the closing dates, drop-in sessions and dates for the next committee meeting below.

Period	Closing Date for Applications	Committee Meeting
Summer	Monday 26 th April 2021	Thursday 20 th May 2021

Who makes the decision?

The Disbursement Committee is made up of representatives from across the institution and external organisations. A panel of three of its members reviews and assesses each application. This panel will then make recommendations to the Disbursement Committee for approval or rejection of the application. The Committee will then confirm full approval for the grant or may reject the application, at this stage the amount to be awarded will also be confirmed.

What happens next?

The panel assesses applications against the following criteria:

- Has a detailed case for support been made and has all information requested been submitted?
- Does the application clearly demonstrate the value that will be gained from the proposed project?
- Does the application include details of any voluntary or community engagement activities?
- Has a breakdown of costs been provided, a letter or other evidence to show that the project has been approved by the host organisation including evidence to demonstrate any associated travel costs?
- Has it been demonstrated how all other costs associated with the project will be covered, including any planned fundraising activities?
- Does the application illustrate how the project fits the mission and ethos of the University?

What else do you need to provide?

The following information and evidence is required and is necessary for your application to proceed:

- A letter from the organisation responsible for the project, clearly stating that your proposed work has been endorsed and the dates when the project will be taking place.
- A breakdown of all travel costs that can be officially sourced (e.g. flight cost estimates from a recognised airline website).
- Detailed budget for all aspects of the trip.
- Evidence that health and safety issues have been addressed (this might be covered in the letter and accompanying documentation from the organisation/individual arranging the project but you are also asked to demonstrate that you have consulted other sources such as [the Foreign and Commonwealth Office website](#)). Ideally you should provide a risk assessment and evidence of necessary insurance. If the trip is being delivered through a third party organisation you should ask them for copies of their risk assessment and insurance.
- Evidence of activities being undertaken to raise the other funds required for the project.

When will you hear if your application is successful?

The Alumni Office will keep you informed of the progress of your application and aims to notify you of the outcome no more than two weeks from the date of the stated Committee meeting. If for whatever reason this deadline will not be met, the Alumni Office will keep you informed and give the reason why the outcome has been delayed.

The Outcome

The possible outcomes for applications are:

- **Approved** – You will be notified via email that your application has been successful, stating the amount that has been awarded. Your funding will then reach you within 30 days of receiving said email.
At this stage you will be allowed to set up fundraising pages on Justgiving under the University banner, allowing you to take advantage of gift aid (which adds a further 25% to each donation made). Money raised via this mechanism will be paid in a further grant before your project begins. We can help with guidance on this if required.
- **Rejected** – The Alumni Office will inform you that your application has been rejected and clearly state why the application has not been approved.

What if your application has been rejected?

You have the right to appeal against any decision made by the panel. Any appeal should be made in writing to the Alumni Office within four weeks of the date of the decision and should make clear the grounds for the appeal. If the grounds for an appeal are approved the Panel will reconvene to reappraise the application. This will take place no more than four weeks after an appeal has been lodged. In the event that, as part of the appeal, an objection has been raised against a specific panel member assessing the application, the Alumni Office will endeavour to replace them with an agreed independent member to hear the appeal.

Feedback

You can seek feedback regarding your applications at any time.

Do you need to do anything in return?

We like to showcase projects in University publications and websites and would request that you provide us with a short report telling us what a difference you made. We will also encourage you to photograph your experiences and give copyright permission for us to reproduce these when necessary.

Disclaimer

Please note that the University takes no responsibility for health, safety or any other issues related to voluntary work undertaken by individuals. The University will only bear responsibility for the payment of grants to successful applicants.

Further Information

If you are thinking about applying and you are still unsure of how to go about it, please come along to one of our drop-in sessions (please see the dates, time and location above). Remember, the stronger

your application and the more information that you include, the more likely you are to receive an award. Higher scoring applications will receive larger awards.

The Application Form

[CLICK HERE TO ACCESS THE APPLICATION FORM](#)

The Application Form – HOW TO FILL IN THE FORM

	<h2>Foundation Fund Application - Student or Group/Society</h2>
<p>The BGU Foundation Fund can provide small grants of up to £500 for individual students or £1000 for groups & societies to support innovative, creative, charitable, or community projects which cannot be resourced through the University's core funds.</p> <p>Please refer to the guidelines that accompany this form before submitting. Should you be unsure if your project may be eligible for a grant, or if you have any other questions please do not hesitate to contact the Alumni Office on 01522 583609 or email alumni@bishopg.ac.uk.</p> <p>Please ensure that you have all your evidential document requirements ready before filling out this form.</p>	
<h3>Your Details</h3>	
<p>These are your details and <u>term-time</u> address as currently held in the Student Record System.</p> <p>If any of these details are incorrect please contact the Student Administration Office to have this information corrected.</p>	
Student Number:	<input type="text"/>
Forename(s):	<input type="text"/>
Surname:	<input type="text"/>
Term-time Address	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Term-time Telephone:	<input type="text"/>

When you click on the application form, the above will be displayed and will pre-populate your information from your student account. If any of this information is incorrect please contact the Student Administration Office as soon as possible. Please ensure that you have all of the evidential documents required before beginning to fill in the form as you cannot save this form and go back to it at a later time.

Application Type	
Select the relevant application type:	<input type="radio"/> Individual Student <input checked="" type="radio"/> Group/Society
Group/Society	
Which group or society is this application for?:	<input type="text"/>
Project Details	
Project Title:	<input type="text"/> *
Project Location:	<input type="text"/> *
Project Start Date:	<input type="text"/> * 
Date funding is required:	<input type="text"/> * 

The above will then be displayed. If you are applying for funding for a group or society, please select Group/Society in the application type section. Once this is selected the Group/Society section will appear as above. In the project title section please write the title of the project that you will be undertaking and answer the remaining questions as you go on.

Scrolling further down the application form the below questions will be displayed. Please answer these questions in as much detail as possible as your application is scored. The higher the quality of the application, the higher the score which in turn affects the amount of money you may be awarded from the Foundation Fund. Further down the application form it will then ask for evidence in the form of attachments. Please ensure that you have these documents before beginning your application as you will not be able to save the form and go back later.

Additional Information

Please answer the following questions and provide details where possible:

1. Please outline the project/placement you intend to undertake for which you require funding. You should specify the aims and objectives of the project.

2. Please demonstrate what difference you feel such a project/placement will make to yourself and others. You should include here any volunteering or community engagement activity and how the project/placement might enhance your employability.

3. Please illustrate how the project meets the mission and core values and beliefs of the University.

4. Please outline any health and safety risks associated with this project and how you will mitigate against them. If your project is being delivered through a third party organisation (including BGU), you should ask them to provide you with a risk assessment and copies of any necessary insurance certificates. You can also find details of any risks etc from the Foreign & Commonwealth Office and tourist board websites (please also attach evidence of this).

Please also attach any supporting documents below and add a description of what the document is. For example, risk assessments etc. in the evidence attachment section and evidence of costings in the budget section. You will also need to include your bank details at this stage which will ensure any funding that you may be awarded can reach you as soon as possible.

Attach evidence where necessary. Click on the 'Insert Item' link to create **additional** rows.

Description of attachment	Attach evidence
<input type="text"/>	<input type="button" value="📎 Click here to attach a file"/>

Insert item

Budget

Please provide a simple, itemised budget for your project using the table provided. Click on the 'Insert Item' link to create **additional** rows. Attach evidence where necessary.

Item description	Item cost	Evidence
<input type="text"/>	<input type="text"/>	<input type="button" value="📎 Click here to attach a file"/>
Total:	£0.00	

Insert item

Funding

Total funding being applied for: *

Note: A maximum of £500 can be requested for an individual student application.

Please outline how you will raise the rest of the funds towards your project and provide evidence such as sponsor forms etc. Demonstrate any fundraising activities you are or will be undertaking:

Attach evidence where necessary. Click on the 'Insert Item' link to create **additional** rows.

Description of attachment	Attach evidence
<input type="text"/>	<input type="button" value="📎 Click here to attach a file"/>

Insert item

Payment Details

Please enter bank account details for funds to be paid into should your application be successful:

Sort Code: * * *

Account Number

Disclaimer

The information you have supplied is used for the purpose of providing the service you have requested. There is a log created of this request and this is created in accordance with the Institutional Privacy Statement. Please tick to confirm that you have agreed to the use of your data for this purpose.

NOTE: You will not be able to submit this form without acknowledging the disclaimer.

Submit

[CLICK HERE TO ACCESS THE APPLICATION FORM](#)