**The *Vice-Chancellor’s Fund***

**Guidelines for funding**

**Updated 2024**

**Introduction**

The *Vice-Chancellor’s Fund* was established in 2013 and aims to support specific student projects and initiatives. Any student or member of staff is eligible to apply. Projects supported will improve the student experience and aim to help the maximum number of students, rather than fund individuals. The Fund was created through a personal donation from the Principal.

Grants tend to be in the region of £100 to £1000 to support an **innovative project** that will **enhance the Stirling experience** for the wider student community.

The panel may choose to part fund an application to ensure diversity and inclusion of as many students as possible. It is acceptable to collaborate on a proposal with other clubs or societies. We advise that before developing a larger scale project (i.e., at the top end of the maximum grant amount) that you discuss your proposal with the Students’ Union. Their contact details can be found at the end of the document.

**Criteria for Projects**

To be awarded funding, projects must demonstrate that they will enhance the student experience across the wider student community, benefitting current and future generations of students and making Stirling an even better place to live and study.

The Panel **will consider** supporting initiatives in the following areas:

* Projects that will benefit Stirling as a whole and the wider community, or which promote the reputation of Stirling to the benefit of all, or that enhance the student experience.
* The provision of equipment (which benefits multiple students).
* Student-led extra-curricular academic activities or projects.
* Club or society projects that will enhance the experience of students.
* Projects which require an initial outlay, provided that any recurrent costs can be met by the Faculty/Department concerned.

The Panel **will not** consider:

* Projects that commit the Panel to recurrent funding.
* Applications from individuals for scholarship, tuition fees, bursaries or prizes, or trips abroad that benefit only one student.
* Items of regular equipment such as general office furnishings, etc.
* Equipment or initiatives that only benefit one student.
* Catering, staff and/or capital or building costs.

**Conditions of receiving funding**

Successful applicants **must**:

* Provide a clear and structured breakdown of the budget required.
* Be on a course in the current academic year to receive funds and to spend the funds before you cease to be a student (Student applicants only).
* Acknowledge the award on social media such as tweeting @StirAlumni #ViceChancellorsFund with information and updates about your project. Also, by promoting the project by including the *Vice-Chancellor’s Fund* icons which will be sent to successful recipients.
* Provide **written feedback** (a written report with a minimum of three high-quality images and quotations) on the success of the project and how the award has assisted you **by the date agreed as part of your acceptance of the award**. Please send this to Development and Alumni Relations at alumni@stir.ac.uk. These reports and any other materials will be used in future publicity of the *Vice-Chancellor’s Fund* and for reporting back to the donors.
* Ensure that expenditure, or finalised expenditure plans, must take place within 12 months, or the awards panel may decide not to transfer the funds if this has not been agreed in advance. This timeframe is to ensure that we have enough funding available for future applications made to the Fund.

To apply, please download an application form on the [*Vice-Chancellor’s webpage*](https://www.stir.ac.uk/about/our-people/alumni/support-stirling/thank-you/vice-chancellors-fund/)*.*

 Please submit your application to alumni@stir.ac.uk.

**Please see the** [***Vice-Chancellor’s Fund***](https://www.stir.ac.uk/about/our-people/alumni/support-stirling/thank-you/vice-chancellors-fund/) **webpage for closing date**

**Please refer to the next page for guidance on how to write a successful application.**

**Writing a *Vice-Chancellor’s Fund* application: A Guide**

Below are some guidelines for writing your application to the *Vice-Chancellor’s Fund*. A well-written and polished application is far more likely to be successful in being funded so be sure to check over your application thoroughly before submitting.

Previous successful applications can be found online [here](https://www.stir.ac.uk/about/our-people/alumni/support-stirling/thank-you/vice-chancellors-fund/).

* A detailed description of your project
	+ Write clear objectives that are easy to understand.
	+ Include the reasoning for the project as well as whether the project is urgent.
	+ Link your project directly to the student experience at Stirling – how will receiving the funding help the students?
* Breakdown of costings for the project
	+ Include hyperlinks and details of where different purchases are from, along with alternatives places to purchase if possible.
	+ If a price is particularly high, then write a justification for this.
	+ Detail whether you have received or are pursuing other sources of funding – a project is more likely to be successfully funded if various funding sources have been looked at.
* Who will benefit from the project?
	+ Show how and why the project is of benefit to a range of diverse groups.
* Clear outline of a project timetable
	+ How long will the project last overall? What will happen in each month/week?
	+ Why is this the timescale? Is there a particular reason why the event/project is happening at this time?
* How will the project be publicised?
	+ Will physical promotion be used?
	+ How will social media be used? What platforms? How regularly?
	+ How will photos be used? Will video be used?
	+ Will there be a need for promotion by the Student Union and/or University? If so, how will this be organised?
* How will you keep the Development and Alumni Relations team up to date?
	+ Is there an event you would like any of the team to attend?
	+ How will a report be produced afterwards?
	+ Will the project’s output have a direct effect on the University as a whole?
* How will you recognise the *Vice-Chancellor’s Fund* as a sponsor of your project?
	+ There are specific icons that can be included in both print and digital materials that will be given to successfully funded projects. Have a think about where you could use these.
* References
	+ If the project is student led and part of the Student Union, it is recommended that staff at the Student Union be approached.
	+ If available and appropriate, a member of University staff associated with the project would also be appropriate and recommended.

**USEFUL CONTACTS**

Relevant academic staff may also be interested in hearing about your project. For example, speaking to Arts and Humanities if heritage and culture are a focus of the project.

**STIRLING STUDENTS’ UNION**

Union President (president.union@stir.ac.uk)

VP Communities (communities.union@stir.ac.uk)

VP Education (education.union@stir.ac.uk)

Sports President (sports.union@stir.ac.uk)

**ESTATES AND CAMPUS SERVICES**

ECSAdmin@stir.ac.uk

Please submit your application to alumni@stir.ac.uk.

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