

## HWU Annual Fund Project Grants 2024 Application Guidelines

Please follow the requirements and guidelines below to complete your submission to the Annual Fund Project Grants.

### Application requirements:

- The on-line form must be completed and submitted before 23:59 (GMT) on Monday 21st October. **This includes all references.**
- All applications are dependent on reference.
  - Student applications must be approved and signed by a relevant member of academic staff.
  - Staff applications must be supported by the Head of School/Institute or academic.
  - In the case of applications from Student Union societies a Sabbatical Officer or Activities Coordinator from the Student Union must provide a supporting statement and an Executive Committee Member from the Sports Union must provide a statement for sports club applications.
- Projects submitted for consideration must have an extra-curricular quality, they must not be an expected element of academic study.
- Applications should clearly demonstrate the benefit which will be delivered by the project, in the case of project grants this should be a benefit to the University and/or the wider community.
- Within the finance section, applicants should include **all** expenses related to the project
- Efforts to fund part of a project from other sources (e.g. fundraising activities or applications to other grant-making bodies) will be recognised by the Committee in ensuring that the project is viable. These should be reported in the finance section stating the source of funding and whether it is secured under the appropriate headings.

### Exclusions from funding:

- The Fund will not support any elements that are considered core responsibilities of the University this includes staff posts, online subscriptions to the library and furnishings of university buildings.
- Student exchange visits will not be funded as they are part of the formal study programme and a foreseeable expense that cannot be deemed as extra-curricular.
- Projects cannot be funded retrospectively, all projects must be carried out after the deadline for submission and it is recommended that projects do not begin until after applicants have been informed of the Committee's decision.
- Annual class trips; these qualify as a regularly occurring and foreseeable expense that should have budget factored into the planning stages.

### General:

- Applicants have no right of appeal but unsuccessful applicants can request an explanation of why they did not receive funding.
- Payment of grants will normally be made in advance of a project but can be made in several smaller amounts over a period of time during the project period.
- Successful applicants have access to the funding for 12 months after notification.
  - For larger grants, there may be a payment plan put in place with regular reporting to ensure that expenditure can be tracked

#### Conditions of award:

- It is a condition of funding that all applicants submit receipts as evidence of their expenditure.
- It is a further condition that all applicants provide a short summary (c. 500 words) of their project, including high resolution photography and video where applicable. These will be used in promotional material for the Annual Fund.
- The contribution of the Annual Fund should be recognised throughout a project, this includes use of the Annual Fund logo on all publicly available material and written or verbal recognition where applicable.

#### Applications from Clubs, Teams and Societies

- Where the Annual Fund aids equipment purchase for pursuit of a sport/interest, the equipment may only become the property of the University, the Sports Union or the Students Union, and not the individual applicant.
- Applications for contributions to the touring costs of sports clubs will only be considered if they are attending a competition at which other Universities are participating and it is justified as an opportunity to raise the profile of Heriot-Watt University.

#### Travel and Accommodation Costs

- As a general guide, no more than 50% of travel costs for approved projects will be covered and will be subject to a cap. Costs awarded by the Annual Fund will be the lower of the cap or the actual cost as supported by receipts.
- For travel to locations requiring specialist travel management, the Annual Fund Committee reserves the right to decide the level of support awarded and will not be restricted to the caps described below. It is important to be aware of travel restrictions and areas of greater risk, as well as insurance arrangements, particularly during the global pandemic.
- Accommodation and subsistence costs will not normally be funded. Where the applicant wishes accommodation and subsistence to be funded, the case for this must be made clearly in the application. If awarded, accommodation and subsistence will be capped.
- The Annual Fund Committee expects those seeking travel and/or accommodation support to research the most cost effective means of travel or accommodation for their trip. The Annual Fund Committee will check proposed costs.

#### Multiple Applications

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- Where a number of applications come from applicants wishing to undertake the same or similar projects and in which there is one organiser, a blanket grant may be issued to the organiser of the activity with the request that s/he divides the amount amongst the participants.

If you wish to discuss any part of your application or if you have any questions or require further guidance, please e-mail [disbursals@hw.ac.uk](mailto:disbursals@hw.ac.uk)