Annual Fund 2016: Broadening the educational experience

**Looking for funding?**

We offer funding of up to £5,000 to broaden the educational experience for students. This year we are focusing on four areas:

* Employability
* Community
* Financial support for students
* Student experience in the School of Medicine and Dentistry

We support all kinds of projects, as long as they make a difference to students in one of these areas. Use our funding to build new skills, volunteer and help others, provide support… it’s your choice.

**Employability**

We are extremely proud that many of our students are the first in their family to go to university. If we want them to achieve what they are capable of after they leave us, we need to give them strong social as well as intellectual capital.

We want to support our students so that they graduate with a rounded intellectual development. We want to make our students valued employees, building their skills through activities such as: voluntary and part-time work; team work and management through sport; work placements and internships; and skills workshops and training.

**Community**

Our university has a unique mission because of its strong community base. We were founded on the wish to make a difference in the local community and we are still true to that, although our reach is now global as well as local.

We want our students to develop their skills by using their knowledge and passion to help people locally and globally through volunteering projects, community work and public engagement.

**Financial support for students**

Our students are special in their capacity to achieve excellence in sometimes challenging circumstances. Financial support can make an enormous difference to those in need.

We want to provide bursaries, scholarships, hardship funds and other ways to support our students through their time here. (*Please note*: if you are seeking funding for bursaries, please check with the ARCS team ([www.arcs.qmul.ac.uk/students](http://www.arcs.qmul.ac.uk/students)) first to avoid duplication. And if you are seeking funding to support disabled students, there is also funding available through the Disability and Dyslexia Service – see <http://www.dds.qmul.ac.uk>.)

**Student experience in the School of Medicine and Dentistry**

Many Barts and The London alumni who give to the Annual Fund were involved in sports and societies during their time here, and they want their gifts to support the student experience for those following their footsteps. This strand of the fund is to enable SMD students to grow their social capital and gain new skills through their involvement in clubs and societies.

**The difference we want your project to make**

The annual fund has been provided by former students who give modest amounts each month or year to help students today. They want to see their gifts having direct and immediate impacts for our students and community. The outcomes we are looking for in your project could include:

* Students will develop skills relevant to the workplace
* Students will be able to show the skills and knowledge they have
* Students will be more confident of making a contribution in the workplace and entering the world of work
* Students will think about their community and will be inspired to volunteer their time
* More people from the wider community will have engaged with the University and its students
* Our local community will be a better place to live, work or visit
* Students facing challenging circumstances will have received financial support
* Students achieving academic excellence will have been recognised and rewarded

We can provide advice for you as you put your application together – please email s.cripps@qmul.ac.uk. And please see the worked examples of the application form at the end of this document.

**How funding decisions are made**

Your application will be assessed by a panel focused on the area which is most relevant (employability, community, financial support or student experience in the School of Medicine and Dentistry). They will look at the difference it will make to current students, the need or opportunity, how well planned it is, its future sustainability, and overall value for money. They will then prioritise the applications.

The prioritised list of applications will then be presented to the Queen Mary University of London Foundation Board for final funding decisions.

**Application FAQs**

***Where can I find the application form?***

You can download all the materials at [www.qmul.ac.uk/alumni/supportingqm/annualfund/applyforfunding](http://www.qmul.ac.uk/alumni/supportingqm/annualfund/applyforfunding) or email annualfund@qmul.ac.uk for a copy.

***Can I put in more than one application at the same time?***

Yes.

***What is the maximum grant available?***

We request that the majority of bids remain under £5000. The average grant over the past two years has been £3,200. However, if you believe you have an exceptional project that meets the required criteria the panel will consider larger grants. **If you are applying for a larger grant please contact the Development Directorate in advance of submitting your application.**

***What types of project will not be considered for funding?***

* Projects which are not of direct benefit to current QMUL students
* Refurbishments of non-student specific spaces (e.g. department or School buildings)
* Staffing and related costs which should be part of core budget
* Projects which are already in progress, funded by other sources, and whose funding has ended or is about to end
* Funding for PhD research

**PLEASE NOTE:** if your project involves speakers please talk to the alumni office and/or the careers team as they may be able to identify speakers who can help without charging a fee. Please reflect this in your budget – the panel will be looking for value for money in any speakers’ fees

***I’ve had funding in the past, can I apply again?***

Yes, but you cannot apply to do the same thing again with continued funding – we are asking you to develop your project and show some additionality.

***Who can apply?***

Any member of the QMUL community, including students and staff, can apply.

***Can individuals apply?***

You *can* apply to run a project as an individual, for example to offer a skills workshop for students. But you *cannot* apply to benefit from funding as an individual, for example for hardship funding for yourself.

***My project has received funding from another source. Can I apply to the Annual Fund too?***

Yes, if you can combine funding from another source this makes our funding go further, which is great news.

***My project covers more than one of the four themes (employability, community, financial support or SMD student experience). What should I do?***

You should apply under the theme which you think best fits the project. But please state if it also addresses another theme, and we will bear this in mind during the assessment process.

***Where is the funding coming from? What is the Annual Fund?***

The QMUL Annual Fund comprises two distinct funds – the QMUL Fund and the Barts and The London Fund– which are the result of donations from alumni, friends and staff who wish to enhance the student experience at Queen Mary. The Fund is in its fifth year, and has received pledges totalling over £900,000. The bulk of the funds have been raised through telephone campaigns employing students to call alumni, but we also receive donations as a result of meetings, events, emails and social media appeals.

Donors are able to direct their gifts to either Queen Mary University of London or Barts and The London School of Medicine and Dentistry. The funds raised are distributed at the end of each academic year.

***Are there any conditions attached to the grants?***

On receiving funding, all successful applicants must sign a terms and conditions document which outlines the following:

* Use the funds provided within 6 months of receipt (by 1st February 2017) unless otherwise agreed with the Development Directorate.
* Produce a written report within 6 months of receiving the funds (by 1st February 2017) to update the committee and the donors on how the grant has been used.
* Should your project fall below budget, any funds left must be returned to the Fund unless agreement has been explicitly given by the Development Directorate.
* Produce a full report on how the funds have been used by 1st June 2017. This report must include the following:
	+ Photographs of the project in action (where appropriate)
	+ Full information about how the money was used (including receipts where possible)
	+ How the Fund has benefited your department/School/faculty/directorate/wider University
	+ Quotes from students and others who have benefited from the project
* Take part in occasional activities and events involving donors to help demonstrate how their gifts are making a difference.
* Include information about the Annual Fund in any publicity related to the project (including internal publications), to ensure that donations are recognised. Please contact the Development & Alumni Directorate if you require further information about the Funds or assistance in including information in your press release.

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**Worked example of the Application form**

We have used an example of a fictional project and answered the questions (in red) as a guide for you as you apply.

|  |  |
| --- | --- |
| **Your name** | Sam Stevenson |
| **Job title** | Sport Coordinator |
| **Department or group** | Students Union |
| **Email** | sa.stevie@qmul.ac.uk |
| **Telephone** | 020 7123 4567 |
| **Project title** | Building skills through community sport coaching |
| **Project cost (total)** | £11,610 |
| **Amount requested from us** | £4,690 |

**Which strand of funding are you applying for?**

Employability □X\* Community □X Student financial support □

Student experience in the School of Medicine and Dentistry □

(If more than one, please tick all that apply and mark the most relevant with an asterisk)

**Please summarise your project and the difference it will make in no more than 50 words.**

Remember our panels are looking for projects with direct and immediate impacts for our students and/or community

We will develop students’ skills through training and a National Governing Body of Sport qualification. They will volunteer to deliver sport for the local community. By participating in this programme students will develop employability and life skills which will assist them in their studies as well as life beyond university.

**Why is your project needed?**

What evidence do you have of the need or opportunity?

The project will help deliver Aim 3 within QMSU’s Strategic Plan 2014-2017, “To prepare students for life beyond QMUL”, and specifically the following strategic objectives:

* Objective 1.4: Help students create their own communities
* Objective 1.5: Students will be able to play an active role in their local community
* Objective 2.3: Empower students to make change
* Objective 3.2: Students will recognize the skills they have developed

This project will directly support the delivery of the joint QMUL / QMSU Sport Strategy Aim 2, “To promote sports leadership and quality of sports coaching / instruction”.

We have run a pilot scheme in association with one local school and demand for involvement far outstripped supply (47 applications for 10 places). We have also been contacted by other schools as well as a community youth sports foundation and a local community project. The wide range of sports covered by the SU means that schools and youth groups are interested in receiving coaching from our students.

We would like to extend our work to enable 45 students to undertake coaching training, gain a recognised qualification and valuable transferable skills, and make a contribution to the health and welfare of local young people.

**How will you address this need? What will your project do?**

Please include details of who will be involved and when activities will happen in your project outline. Who will be managing the project? What are the risks? What arrangements are there for marketing/promotion? Will you be working with children or adults at risk, and what arrangements will you make for this? Remember our panels are looking for projects which are well planned.

We will train 45 students in sports coaching. We plan to run 8 blocks of sessions in different sports with each block consisting of 8 sessions which will focus on developing sports skills amongst the participants. Initially we expect that there will be an average of 10 participants attending each session and we therefore expect to reach over 80 young people in the community.

The project manager will be Sam Stevenson, Sport Coordinator at the SU who has four years’ experience in working with student groups. Other key people involved will be Juliette Smith, Ben Jones and Nik Thomas, the presidents of the SU football, tennis and baseball clubs. The accredited coaching course will be run by a qualified instructor from the National Governing Body of Sport.

Our timeline will be:

September – contact community groups about the opportunity to take part

October – promote the project to students

November – begin training participants

December – participants are assessed for their national qualification

January-March – local coaching sessions take place

The risks associated with the project include failing to attract enough participants (both students and local schools/community groups), participants dropping out, failing to cover all necessary paperwork regarding volunteering and young people, and bad weather meaning low turn-out for the local coaching sessions. We will address these by actively promoting the project, especially to those who have already shown interest, by making sure participants know their responsibility to stick with the project, by making the time available to complete all the paperwork and putting systems in place to deal with it, and making sure that alternative arrangements are in place in the case of bad weather.

We have experience of making arrangements for working with children and adults at risk through our pilot scheme and we will make sure we comply with all necessary procedures.

**Who will benefit, and how?**

Please refer to the examples of outcomes in our guidance notes. We will assess your application in terms of value for money – please say how many students and others will directly benefit, whether volunteers will be involved and how, the outputs and outcomes you are expecting, and how you will measure these outcomes.

The project will benefit at least 45 students (volunteers) and 80 local people. We hope that once established we will be able to grow participant numbers further and continue the project in future years, benefiting both students and local young people.

The outputs of the project will be:

* 3 training workshops for students
* 40-45 students with a national qualification in sport coaching
* 8 community coaching sessions for local people

The outcomes, in terms of skills and benefits that we expect all students to achieve through participation in the programme, are:

* Communication and teamwork skills through working with other coaches in order to deliver effective sessions
* Leadership of other coaches and the young people on sports sessions
* Time Management through ensuring attendance on all course dates, attending all coaching sessions and effective use of time during the coaching sessions
* Improved confidence and self-esteem through awareness of the skills and knowledge they have
* Developing work experience skills to assist in finding employment post-university
* Opportunities for part-time and voluntary employment through both Students’ Union activities and through our partners in the wider community

In addition, 80 local people will have improved their sports skills, have been inspired to participate in sport, and will have engaged with the University and its students.

We will measure the success of the project by:

* Number of students and local people involved, and whether there are any drop outs
* Number of students who achieve the national qualification
* Number of community sessions held
* Feedback from local partners – schools, youth groups, and young people taking part in the sessions
* Feedback from participants – we will do a short questionnaire at the end of the project about what they have learnt and how their skills have developed, if they feel more confident and if it has helped them find part-time or voluntary employment

**Please outline your budget, with a breakdown of costs and any expected income**

If you are asking us for only part of the funding, please specify the amount and what it will be used for.

**Expenditure**

Coaching courses (45 x £140) = £8,400

Facility Hire (8 blocks x 8 sessions x £40) = £2,560

Marketing £400

Equipment £250

Total: £11,610

**Income**

Grant from local community charity £5,000

Participant income from coached sessions (10 participants x £3/session x 8 sessions x 8 blocks) = £1,920

Total: £6,920

We are asking the Annual Fund to cover the cost of training 20 student participants (£2,800), plus a contribution to the facility hire, marketing and equipment costs (£1,890), totalling £4,690.

**What other funding have you applied for and/or received to date?**

A local community charity, the XXXX Charitable Trust, has agreed to give us £5,000 towards the project.

We propose to seek £3 per participant per coaching session and reinvest this in future sessions. However, nobody will be prevented from taking part in a coaching session due to financial circumstances.

**How will the project be funded in future years? (if applicable)**

We will assess your application in terms of future sustainability – please say how it can be supported in the future.

By running sports sessions in the community we are aiming to make a surplus on each of the sessions through fees charged to the participants. This will be re-invested into the project in order to make this self-sustainable over the long term.

**Why are you the best group/person to carry out this work? Why do you want to do it?**

We want to help our students to achieve through sport. We believe in the power of sport to build dedication, commitment, timekeeping, teamwork, communication and confidence. This project can grow these skills for our students who can then use them to seek a job and then in the workplace.

We also want to involve our community more in our work. We are fortunate in the facilities that we have available and the range of sports on offer, and we would like to make this more open to local people, especially young people. We want them to benefit from coaching with our students, and our students to benefit from working with them.

We have several years’ experience working with student sport groups and have been working over the past year on ways to achieve the University’s strategic aims and the SU strategic aims through sport. Our pilot project showed us the need both from students and young people locally and we want to take what we learnt from that pilot forward into a more substantial and sustainable activity.

Please complete all applicable fields in as much detail as possible/relevant and return **as a word document** to annualfund@qmul.ac.uk no later than midnight on 29 April 2016.

Appendices with budget detail etc are welcomed.