Guidelines for Applicants

If you’re thinking of applying to either the Queen Mary Annual Fund or the Barts and The London Annual Fund, please read the guidelines below before submitting your application.

Looking for funding?
We offer funding of up to £300 to broaden your university experience!

What does that mean?
We support all kinds of student projects that directly impact your life as a university student and helps your academic and professional growth. Use our funding to build new skills and boost your CV – it's completely up to you!

Student Futures and Experience:
We want to support our students so that they are well-rounded and intellectual graduates when they leave Queen Mary. We want to help our students become valued employees, by building their skills through activities such as: voluntary and part-time work; team work through clubs and societies; work placements and internships; skills workshops and training.

The difference we want your project to make:
The Annual Fund is a pot of donations by former students who want to make a difference to your time here. They want to see their gifts having a direct and immediate impact on you, in both your personal and professional development. We want the funding to help you gain and develop both existing and new skills that will help you on your course and when you leave university.

Funding will be provided for:

• Equipment relevant to your course, e.g. lab coat
• Conferences/associated costs, e.g. travelling to IBM in Milton Keynes
• Internship/work experience costs, e.g. a travel card for a two-week placement
• Research project, e.g. undergraduate dissertation/final project
• Sports and societies costs. You must be a Students’ Union approved club/society to apply for funding.

Who can apply?

You must be a current undergraduate student at the time of submitting an application.

PLEASE NOTE: Applications will not be accepted by associate, exchange and postgraduate students.
How funding decisions are made:

Your application will be assessed by a panel of judges. They will look at the difference it will make to your university experience, 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 approval of the funding decisions made by the panel.

Frequently Asked Questions

Where can I find the application form?
You can download a copy at – www.qmul.ac.uk/alumni/supportingqm/disbursements-2019/

What is the Annual Fund? And where is the funding coming from?
The Annual Fund has two distinct funds – the Queen Mary Annual Fund and the Barts and The London Annual Fund. Both funds are pots of donations from alumni, friends and staff who wish to enhance the student experience at Queen Mary.

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, fundraising appeals and gifts in people’s wills.

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, for use in the following year.

Who can apply?
You must be a current undergraduate student both at the times of applying for and using the funds.

Can I put in more than one application?
No

What is the maximum amount available?
£300

What types of projects will not be considered for funding?
• Seeking funding for tuition fees
• Projects which are not of direct benefit to yourself or other current students
• Refurbishments of non-student specific spaces
• Staffing and related costs which should be part of core budgets
• Projects which are already in progress

PLEASE NOTE: If your project involves speakers please talk to the Alumni Engagement team at alumni@qmul.ac.uk 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 to see some development in your project.

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.

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:

- You must notify the Development team of any significant changes made to the project that has not already been approved. Failure to comply may result in funds being withdrawn.
- Use the funds provided within 6 months of receipt unless otherwise agreed with the Development Directorate.
- Produce a written report within 6 months of receiving the funds 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 Annual Fund unless agreement has been explicitly given by the Development Directorate.
- Produce a full report on how the funds have been used by 30 April 2020. 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 Annual Fund has benefited you, department/School/Faculty/wider University
  - Quotes from yourself, 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 Annual Fund or assistance in including information in your press release.

Example of the application form

Students must submit an application form by midnight on Sunday 5th May. This must include a budget for your project, a budget code, a named budget code holder who must be a current Queen Mary staff member, unless you’re a part of the Students’ Union and a supporting statement.

Please see the example below as a guide for you when you apply.
Annual Fund Application Form

Application Form

<table>
<thead>
<tr>
<th>Full name</th>
<th>Jane Doe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree and year of study</td>
<td>BA Hons English – 2nd year</td>
</tr>
<tr>
<td>Department or group</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:j.doe.hss12@qmul.ac.uk">j.doe.hss12@qmul.ac.uk</a></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Project title</td>
<td>Trip to Jane Austen House Museum, St Nicholas Church, Chawton House</td>
</tr>
<tr>
<td>Project cost</td>
<td>£40.10</td>
</tr>
<tr>
<td>Amount requested from Annual Fund</td>
<td></td>
</tr>
</tbody>
</table>

I am applying for funding from:
- [ ] Queen Mary Annual Fund (Humanities & Social Sciences and Science & Engineering)
- [ ] Barts and The London Annual Fund (School of Medicine and Dentistry)

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

I’m a second-year English student and have started planning for my third-year dissertation which will be about Jane Austen’s final novels which she wrote in Chawton House, Hampshire. I want to visit the House Museum, the Library, Nicholas Church where Jane and her family are buried and Chawton House, Jane Austen’s brother’s home – and now a unique collection of women’s writing. This will be a highly informative trip as I will have the opportunity to learn first-hand about her final years and how they impacted her novels by highly-knowledgeable staff.

Why is your project needed? What evidence do you have of the need or the opportunity?

My project is extremely relevant to my dissertation and will provide me with first-hand information about Jane Austen, her final years and how this shaped her novels. I want to write about her house in my dissertation so having the experience of visiting it will provide more depth to my dissertation.

This house is the most treasured Austen site in the world. It holds an important collection of objects associated with Jane Austen, including letters written by her. It would be a fantastic opportunity for me to visit as there is a wealth of knowledge available which will increase my academic knowledge in this field greatly.

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/adults at risk and what
arrangements will you make for this? Remember our panel are looking for projects that are well planned.

I hope to make the trip in late September before I start writing my dissertation. It will be a day trip, travelling to and from there on the same day.

I plan to email staff at the House Museum in advance of my trip so that I can set a meeting with a member of staff about the significance of the house in relation to the novels.

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/others will directly benefit. Please say how outputs and outcomes you are expecting will be measured.

The benefit is for me as an undergraduate literature student. It’s a place rich in content about Jane Austen and her final novels.

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

Jane Austen House Museum: £7.00
Chawton House: £8.00
Off-peak day return at time of application: £22.60
Bus fare from Alton station to the House Museum and return: £2.50

What other funding have you applied for and/or received to date?
None.

How will this project be funded in future years?
This is a one-off project.

Why are you the best person/group to carry out this work? Why do you want to do it?
This trip will be incredibly beneficial in terms of research for my dissertation. There is a wealth of information available at the Chawton House regarding early women writers which is what my thesis is about. It’s a great opportunity to visit the place where Jane Austen wrote these novels and this will be the start and basis of my research project.

Please complete all applicable fields in as much detail as possible and where relevant. Please return as a Word document to annualfund@qmul.ac.uk by midnight on Sunday 5th May 2019.

Appendices with budget detail, supporting statements, etc. are welcome.