

Small Project Grant Guidelines

What are Small Project Grants?

Small Project Grants are one off grants to support unique activities or to provide start up funds for new initiatives. Successful projects are expected to become self funding after receiving the grant.

Background

Small Project Grants are funded by the generous donations of Edinburgh alumni to The University of Edinburgh Development Trust, an associated charity set up to provide philanthropic support for the University. The grants are intended to promote innovation in teaching, research and student provision at The University of Edinburgh, especially where relatively small sums can achieve significant effect.

Eligible to Apply

- Members of staff of The University of Edinburgh
- Matriculated students (both undergraduate and postgraduate) of The University of Edinburgh
- Edinburgh University Students' Association and recognised EUSA Societies
- Edinburgh University Sports Union and recognised sports clubs

Selection Criteria

The Secretary of the Development Trust in collaboration with the relevant Schools and Colleges will assess the following;

- The feasibility of the project and it's benefit/value to the relevant School/College or club/society
- How clearly the applicant has defined the project
- Element of innovation and development in teaching, research or student conditions
- If significant results are achievable through the award of a grant

Each project is assessed on its individual merit and the funding is distributed throughout each college/school.

Application Conditions

- Projects will not be considered if they have previously been presented to the board whether successful or unsuccessful
- Projects will not be considered if they have already been completed or are due to commence prior to the application deadline
- Applications may be made up to a maximum of £5,000 per project. Due to the high demand for grants it is highly unlikely that projects will receive 100% of the amount requested.
- Grants are not available to cover course fees, accommodation, living expenses or salaries of applicants

Students

- Can only receive one grant per course of study and projects must relate to the area of study

Staff

- Can only receive one grant per academic year and projects must relate to the area of study

Clubs/Societies

- Can only receive one grant per year and projects must relate to the area of the specific needs/requirements of the club/society



Successful Applicants - Conditions

- Grants must be used for the purpose awarded
- Successful projects are expected to become self funding after receiving the grant
- Awards must be used within one year of application deadline or must be returned to The University of Edinburgh Development Trust.
- A breakdown of expenditure, including receipts must be submitted to the Trust on completion of the project
- Any funds remaining must be returned to the Trust
- All equipment/fixed assets purchased should be used for the specific project and will remain the property of The University of Edinburgh after the project is completed
- Successful applicants may be asked to publicise their projects in University literature and/or events
- The support of The University of Edinburgh Development Trust must be acknowledged where appropriate

Completing the Form

- Forms can be downloaded from the Edinburgh Campaign website www.edinburghcampaign.ed.ac.uk and can be either clearly handwritten or typed
- Please ensure all handwritten application forms are legible
- For typed applications it is preferred if Arial or Times New Roman font is used
- Do not send any documentation not requested in support of your application as it will have no bearing on the outcome

Application Form Instructions

1. Applicant

1.1 Type of Application

Please tick the box to specify whether you are applying as a student, staff or club/society.

1.2 Applicant Details

Please fill the relevant details requested. If it is a joint application you must select a lead applicant whose details should be included in this section. This person will become the main contact for your application and will receive all correspondence. All additional applicants must include their details on a separate sheet and attach to the application. Please include the details requested in 1.2 and either 1.3 or 1.4 (for students and staff only).

Please note: clubs/societies should select one office bearer to be the lead applicant.

Further Details

1.3 or 1.4 or 1.5

Simply fill out the appropriate section if you are a student, staff or club/society.

2. Project Details

2.1 Overview

Summarise your project by completing the following sentence in no more than 15 words.

'I am/We are applying for a Small Project Grant to...'



2.2 Project Details

In the space provided please include further information about your project. This should be written in a style that is accessible to a variety of readers. Some things you may wish to include are;

- Aims and objectives
- Potential benefits or significant results
- Is there anything innovative or unique about your project?
- Feasibility of your project

2.3 Project Start Date

Projects will not be considered if they have already been completed or are due to commence prior to the application deadline. Your start date should be after the application deadline (bear in mind that it can take up to 6 weeks to receive confirmation of a successful application). If you do not have an exact start date please give an approximate date.

3. Project Budget

3.1 Grant Budget Breakdown

All expenditure items must be detailed in this section, these items should be researched where possible. For example, if you require a flight to Australia please research prices and services available for the time you wish to travel.

Specific Exclusions

Grants are not available to cover course fees, accommodation, living expenses or salaries of applicants.

Please note: salaries/wages of assistants/researchers etc (not applicants) can be included as an expense if necessary.

3.2 Other Funding

Please state any other funding bodies supporting this project and whether this funding is pending or guaranteed.

3.3 Grant Requested

Applications may be made up to a maximum of £5,000 per project. Due to the high demand for grants it is highly unlikely that projects will receive 100% of the amount requested.

3.4 Air Miles

Flights to destinations that are serviced by British Airways can be subsidised by air miles. The University collates air miles to distribute for travel out with Europe and generally awards 2 trips per application round in this way.

Please note: the applicant will be required to self fund taxes and other mandatory airline charges.



4. Referees

Below are the appropriate referees that will be accepted for your application;

Staff

Applications by staff must be signed by the appropriate Head of School

Student

Applications by students must be signed by your Director of Studies or Research Supervisor

Sports Clubs

Must be signed by the President of Edinburgh University Sports Union

Student Societies

Must be signed by the Societies Representative

We advise you leave adequate time to obtain the necessary authorisation as without it your application will not be accepted.

Referees Details

In order for your application to be accepted you must have a referee sign and date your application form which must be then received at the Development and Alumni office by the deadline stated.

5. Application Conditions

Please ensure you read the application conditions and guidelines before signing to accept conditions.

6. Submit Application

Please ensure you have answered all questions and submitted the application by the deadline. This deadline is strictly enforced and late or incomplete applications cannot be accepted. It is the applicant's responsibility to ensure it is received complete and before the deadline. Applications received after the deadline will be returned to you.

Deadlines

Semester 1 – 5pm on the last working day of October

Semester 2 – 5pm on the last working day of March

Please return your completed form to the address below:

Development and Alumni
The University of Edinburgh
Charles Stewart House
9 – 16 Chambers Street
Edinburgh EH1 1HT

- Faxed or emailed copies **will not** be accepted. All applications must be a hard copy to verify authorisation of referee
- Applications without the necessary referee's authorisation **will not** be accepted and will be returned to the applicant
- Applications received after this deadline **will not** be accepted and will be returned to you



Results

Results will be reached 6 weeks after the deadline. Both successful and unsuccessful applicants will receive written confirmation of the outcome after this date. The decisions reached by the Secretary of the Trust are final and under no circumstances will decisions be changed.

Further Assistance Required

If you need any further information or assistance please contact Heather Wallace on 0131 650 9639 or email heather.wallace@ed.ac.uk

