

Guidelines to Applying to the Chancellor's Fund

Where do the funds come from?

The funds come from our generous donors who have opted to support the Chancellor's Fund.

What size of grant is awarded?

It is unlikely that grants awarded will exceed £6,000-£7,000. Awards are dependent on the amount available for disbursement and on the number of applications received.

How long do you have to spend the funds?

If your application is successful, you have 2 years to spend the funds. If there are any funds not spent within this period, it is your responsibility to make sure that they are returned. This makes sure that the fund can continue and support other great projects in the future.

How often does the Chancellor's Fund Advisory Board meet to consider applications?

The Advisory Board meet twice a year, in April and October, to consider applications. Applications close approximately four weeks before this date. All applicants must wait two years before re-applying.

How many applications can a School send into the Chancellor's Fund?

A School or Institute may submit more than one application, but if they do so, the Head of School or College will be asked to prioritise applications and only the top four applications from the College will be sent to us. This does not mean that only one application will be funded.

Can I apply for funding for research projects?

The Chancellor's Fund does not usually award funds for research projects. Any grants given tend to be to seedcorn funding for projects which may lead on to a full research project. Applicants would have to provide good reason as to why other more conventional sources of research income were not available.

Are any other projects ineligible?

We do not fund scholarships of any type for individuals involved in a personal project. We also cannot fund projects retrospectively - where the event or project has already taken

place. Individual sporting groups and individuals involved in sport are supported through awards made to University Sport or GUSA. Funds will be limited if requested for travel, venue hire, rewards or prizes, field trips or placements for individuals.

What are the limitations for funding?

Catering will only be supported if vital for the project's success, note that dinners, meals, and alcohol will not be supported. For more guidance please see the table below:

Title	Description	Will it be funded?
Alcohol	Anything drinks-related, even if it's for an event or part of a meal or package.	No, with no exceptions.
Visitors	Any visitor traveling at the promoters/host's request to participate in an event, speaking engagement, or activity being organised by the University where it is necessary for the success of the event, engagement, or activity that we should cover the costs of catering for that visitor. The board will cover up to the value suggested in the guidelines, any extra should be found elsewhere. Please note meals for visitors as 'thank you's' or payments will not be covered.	£20 per day – should they not be staying overnight. £60 per day – should they be staying overnight. (this can cover meals, and snacks, must include VAT and not include alcohol, all in line with our university guidelines)
	Visitors must be someone external to the University.	
Staff/Students/Travelling	If staff/students/societies are taking field trips, or undertaking travel, or their activity requires catering to be covered in order for the project to be successful then the board will cover up to the value suggested in the	£20 per day – should they not be staying overnight.

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Events

The board will consider funding catering in circumstances where catering cannot be covered by other funding, it is reasonable costs and is necessary for the success of the event.

Catering for
events will be
considered if:

- It is
fundamental to
the event's
success
- No funding for
catering can be
found elsewhere
- It does not cover
alcohol
- It is reasonable
to expect donors
to fund it – such
as to reduce ticket
costs at a
conference and
widen' s access
for students.

Why did the Chancellor's Fund not provide all the funding I requested?

The contribution made to your project will be dependent on the size of the bid, the funds available for disbursement, and the likelihood of the remainder of any funding being secured from other sources. In some cases, part funding is given on the condition that the College/School matches the funding.