



Extra-Curricular Activities Fund

Terms and Conditions

Successful recipients are subject to a number of conditions as detailed below.

- The activity must meet the following criteria:
 - Be extra-curricular in nature.
 - Benefit the local community/University's public image.
 - Contribute to an exceptional and life changing university experience.
 - Be completed within the academic year of the funding being awarded.
 - The funding must not be used for financial or academic gain.
- **Recipients must be a current registered student both at the time of application and at the time of the activity the funds are to support.**
- Bath Spa University does not support projects which are set up to donate to third parties outside of Bath Spa University, including charities. Money raised from a project must support a student or group of student's fundraising activity directly. For example, funds could cover printing and marketing costs of the activity or go towards new equipment for a society or club.
- Where an award is offered as part of a group application, communications and actions related to the award will be via the lead applicant. Payment of funds will be via the lead applicant, and it is their responsibility to ensure that funds are spent on behalf of the group in accordance with the application.
- The money allocated must be used to match funds raised by students. The Fund will typically award grants by matching any funds already raised (or to be raised) by students on a £1 for £1 basis up to the maximum value permitted under the Fund.
- In some circumstances, the disbursement panel may agree that a project is worthy of support but cannot offer funds on the full £1 for £1 basis. Where this is the case, the applicant may be contacted with details of an alternative award offer.
- Students may use a crowdfunding site of their choice, or other fundraising avenues as appropriate. Awards from other BSU Scholarships and Bursaries (e.g. Student Opportunities Fund) cannot be used as match-funding.
- Where an award is offered it will not be paid until a successful crowdfunding campaign has been completed and/or sufficient evidence demonstrating that match funding is secured has been provided.

- If, by reason of any emergency or other circumstance, the Award-holder is unable to complete the project, they will be required to refund all or part of the Award as may be considered reasonable in all the circumstances.
- Recipients may be publicised on the University website and in the media; recipients will be expected to provide appropriate feedback (reports, blogs, pictures and/or videos) to support this.
- Funds may not be used for the purchase of alcohol for events, exhibition openings, etc.
- **Recipients must supply the Scholarships and Bursaries Coordinator with a report and/or feedback related to the project when requested.** Such requests will have a reasonable timeframe for submission and will not be onerous in nature. This information will be used in literature to promote the value of and provide feedback to those who support the fund and the University. **If the recipients do not fulfil such a request, this may result in subsequent applications (including for other similarly competitive BSU awards) being denied.**
- Recipients may be interviewed by the press office and/or be invited to attend events with donors who support the fund, partners in the project, other successful recipients and the wider University community, allowing discussion about the projects that have been carried out. **Reasonable efforts must be made to attend these events.**
- Recognition of the award should be made wherever possible. Wording such as 'Supported by Bath Spa University Extra-Curricular Activity Fund' would suffice, but please check the wording with the Scholarships and Bursaries Coordinator if you are unsure. The following scholarship logo is provided for promotional use when referencing support received from the Bath Spa University Extra Curricular Activity Fund:



Reporting Back - for successful applicants

Congratulations!

We hope that the award you received will really help you in your studies and future career. You have received one of the many scholarships, bursaries and awards which are supported by charitable donations given to Bath Spa University. The donor could be an individual who has personally given a gift, it may be a collection of donors whose individual gifts have been brought together to support an initiative, or the funds may have been given by a business or a charitable trust.

The University would like to be able to offer financial support to many more of our current and future students, so they too can be given the opportunity to pursue their dreams and fulfil their potential. There are numerous ways in which this can be achieved, but the most successful way requires *your help*.

There are various ways you can report back to the donor and the University. There are usually two stages where contact must be made: upon being awarded the funds, and when you have completed the activity you have received the funds for. The Scholarships and Bursaries Coordinator will be in contact about your specific award and any follow actions that may be required.

We have listed below some ideas and guidance about how you might report back. These are rough examples, so don't feel that you have to be constrained by these – after all we are a university driven by creativity, culture and enterprise, and it is for these very reasons that the donor has chosen to support Bath Spa University students! There are numerous ways to report on your achievements including:

- Blog
- Website
- Music recording
- Written report
- Film
- Photos
- Drawings and sketches
- Presenting to your peers

1. Receiving your Award

Where applicable, you will need to write a thank you letter or postcard to the donor. This is a short thank you to express your gratitude and let the donor know what the award will help you achieve. The Scholarships and Bursaries Coordinator will confirm if this is required, and it will need to be received before we can release the funds to you.

2. Regular updates

If your award is to support travel abroad, then a postcard from the place you are visiting would be an ideal way of saying thank you.

If your project is longer than two months you are expected to supply regular updates on the progress of your project, placement or studies. These need not be long written

essays; in fact it is important that the reporting back includes as much of your personality as possible – for example you could produce a photo diary, a film, write an online blog, draw a story board or create a story/poem etc.

3. Final report / feedback

The best way to secure future gifts is to thank donors. However, the people they really want to hear from are **you**. They want to know how their gift has benefitted you and your work, what the gift has enabled you to do and what you plan to do next. When they hear of the positive impact on your life, they are more likely to consider giving again and support another student like you.

Not only does your story have a positive impact on donors' intentions, it can also encourage other people and organisations to give. Being able to talk about how previous support has benefitted students in their studies and careers allows people to understand what their gift could do. With your help we can do amazing things!

The Scholarships and Bursaries Coordinator will contact you about submitting a final report or feedback for your project. This is your chance to tell the BSU and the donor (where applicable) how the funding has impacted on your studies and future career.

We may also request that you supply a photo of yourself whilst completing the activity. This should be a high resolution image you are prepared to have published either on the web or in a University publication. Please also feel free to provide us with audio files, copies of books or artwork and anything else that may have been created as a result of your receiving the award.

Your report will allow the University to demonstrate the impact of their financial support and to ensure that future students can benefit as you have.

Contact details

Scholarships and Bursaries Coordinator, Careers & Employability, Bath Spa University, Newton Park Campus, Bath, BA2 9BN.

Contact the Scholarships and Bursaries Coordinator by logging in to [MyCareer](#) and submitting a question (select the 'scholarships and bursaries' option from the question type list) or via email on s-bfunds@bathspa.ac.uk.