Lancaster University Friends Programme Disbursement:
Guidance notes for applicants

• What is the Friends Programme?

The Friends Programme, run by the Alumni & Development Office, is a long-term fundraising initiative that raises funds from alumni and friends to support the University. Donations are acquired, primarily, through telephone fundraising campaigns in which Lancaster University students are employed as telephone fundraisers to call alumni and other friends of the University to ask for donations. Donors tend to make direct debit gifts, making a regular gift every month (a typical gift might be £5 or £10 per month). Funds raised in this way are distributed on an annual basis and applications for grants from the Friends Programme fund are invited from any student or member of staff from the University.

• Who decides how the money is spent?

The Friends Programme Disbursement Committee (whose membership includes faculty, college, student, and alumni representatives) makes decisions about the use of ‘unrestricted’ funds and makes grants in response to applications. Where donors have specified how they would like their gift to be used, the Committee will follow the wishes of the donor.

• How do I apply for funds for my project?

By completing an application form and gaining authorisation, as required. Please ensure you follow the correct authorisation procedure as outlined below. A completed budget should be submitted with your application. Please note that there is a maximum word limit of 1000 for the application form. No additional supporting material is allowed apart from a budget.

  Deadline for submission of Students’ Union applications for authorisation:
  Midnight on Sunday 1st December.

  Deadline for submission of Faculty and College applications for authorisation:
  5pm on Monday 17th December 2018.

  Deadline for submission of ALL applications to the Development and Alumni Relations Office:
  5pm on Thursday 10th January 2019.

AUTHORISATION PROCEDURE:

For Students’ Union applications (e.g. JCRs, Student Societies, Sports Clubs etc), please ensure you submit your application by 5pm on Sunday 1st December 2018 to the Students’ Union Activities Manager for prioritisation as detailed below.

For Department/Faculty or College applications, please ensure you submit your application by 5pm on Monday 17th December 2018 to the Faculty Dean or College Principal (as appropriate) for approval and prioritisation as detailed below.

For all other applications, please forward to the Alumni & Development Office by 5pm on Thursday 10th January 2019.

• Department/Faculty Applications: All department applications need to be approved, signed and prioritised by the relevant Faculty Dean prior to submission to the Friends Programme. The Dean is asked to then forward the applications to the Alumni and Development Office. Each faculty will be limited to five applications per round of funding. In the case of more than five applications being submitted to a Dean, the Dean should forward the top five applications for consideration, according to the Faculty’s priorities for funding.
• **College Applications:** Each college is limited to one application per round of funding. All college applications are to be prioritised at a College Principals’ meeting prior to the deadline date. The Chair of the meeting is asked to then forward the applications to the Alumni & Development Office.

• **LUSU Applications:** All LUSU applications (e.g. an application from a student sports group, society or JCR) need to be sent to the Activities Manager. They will then be approved and signed by the Students’ Union Chief Executive and President who are asked to then forward the applications to the Alumni & Development Office. LUSU holds a meeting prior to the application deadline date to prioritise applications. In the case of more than five applications being submitted to LUSU, the top five applications for consideration will be forwarded, according to LUSU’s priorities for funding.

Following authorisation, your Faculty Dean, College Principals’ Chair or SU Chief Executive or President will forward your application to the Alumni & Development Office for the Thursday 10th January 2019 deadline.

• **What types of project will be considered for funding?**

  When funds are raised donors are asked to support by donating money in an unrestricted way so it may be used at the University’s discretion on areas where need is greatest.

  Therefore, the Disbursement Committee considers applications and gives funds according to the greatest need and can demonstrate high priority within the University’s strategic plan.

  [http://www.lancaster.ac.uk/strategic-plan/](http://www.lancaster.ac.uk/strategic-plan/)

  At each round of funding it is also expected that certain activities should be funded to fulfill donors’ intentions at point of making a gift. Many donors are motivated by the sense of “giving back” to their university. Often they want to support their own department, college, student club etc. To ensure that these interests are reflected and we are able to report on spend within these areas it is expected at each disbursement that a proportion of grants made should cover the following activities:

  • Projects working to improve the student experience, such as funding for student clubs and societies.
  • College-based projects.
  • Projects working to increase academic resources and excellence, including, for example, books, equipment, incentives to attract and keep the best research students etc.
  • Projects that help the University or it’s students to deliver support to external communities in need.

Please consider that if you are applying for furniture, fixtures or fittings it should be co-ordinated with Estate Management in terms of strategic planning. If this is the case, please indicate that the relevant discussions have taken place within the application.

**Please note that leverage, in the form of evidence of additional funding from external sources, is welcomed.** In addition, preference will be given to projects or activities that:

• Offer the widest possible benefit, i.e. to the University as a whole or to a large constituency within the University.
• Meet a clearly expressed student, academic or overall university need/policy.
• Enhance the University’s activities and/or reputation more widely.
• Offer long-term benefit or added value. Pump-priming grant applications are welcomed.
• Require one-off funding. We also welcome projects by PhD students which will leverage their research activities
• Are considered to be of interest to the donors in terms of reporting back on how their donations have been spent. (When you make your application, please bear in mind that the grant money available is money donated by individuals to the University, as explained above. We have a commitment to report back to our donors to inform them how their money has been spent. To this end, the Friends Programme Disbursement Committee will discuss the appeal and interest of each application to the donor base in the decision-making process.)
• Projects requiring recurrent funding (including salaries and subscriptions) will only be funded for one year and will not be considered unless accompanied by a detailed business plan for committed sustainability beyond year one.
• Projects requiring part-funding will only be considered if it is demonstrated that the rest of the project funds are available or very likely to be secured.
Please note: any research project applications should be peer reviewed at faculty level, before being submitted to the Development and Alumni Relations Office.

- **What types of project will not be considered for funding?**
  - Research projects which have not been submitted for other sources of funding.
  - Retrospective funding will not be considered.
  - Applications from individuals (academic, Professional Services or student) seeking support for tuition, other course fees, personal maintenance costs, or for replacement staff costs for sabbatical or other leave.
  - Projects that, in the view of the reviewing authority or the committee, may be controversial or have the potential to attract negative publicity for the University.
  - Projects requesting funding for teaching that would usually be covered via course fees.
  - Building repairs or repairs to fabric that should be covered by Facilities Management.
  - Please note that we do not fund catering costs and these should **not** be included in applications.
  - Applications for hardship funds. The Friends Programme is committed on an ongoing basis to support the central hardship fund administered by Student Based Services.
  - Projects that provide support for students or staff which should be provided from core University funds and form part of core services will not be considered.
  - Applications looking to fund projects linked to widening participation must evidence engagement with the WPCG.

- **What size of grant is available?**
  
The Board will award grants of up to £10,000. Under exceptional circumstances larger grants may be made at the Board’s discretion. Most grants awarded will be between £2,000 - £5,000. In the past the grants awarded have ranged from £300 up to the maximum grant of £10,000. The number of projects funded will be determined by the funds available at the time of the meeting. **Notes:**
  - Please ensure you provide a clearly explained budget with your application
  - Not all funding may be given for travel and accommodation

- **Examples of grants made**
  
  Please refer to the attached list of grants that have been made by the Disbursement Committee in the past. The list provides a good indication of the types of project that receive funding.

- **Can I get help with my application?**
  
  Yes, members of the Alumni and Development team are able to give you feedback on your application, giving you the opportunity to make amendments to your bid before the deadlines.

  - Caroline Costello – c.costello@lancaster.ac.uk

- **How will I know if my application has been successful?**
  
  You will be advised of the outcome of your application by email or post by no later than Monday 4th February 2019.

- **What follow-up activity is required for successful applications?**
  
  After notification of a grant award you will need to supply the Alumni & Development Office with the relevant details for the payment arrangements (e.g. providing a University finance code for the payment of the grant). Funded grants must be claimed within 12 months of award notification. Failure to do so will result in the grant’s cancellation before payment.

  On occasion the Friends Programme Disbursement Committee may request that certain conditions are met before the grant is made.
A requirement of the process for all applicants is to provide a report for the Friends Programme Disbursement Committee on progress of the project and confirmation of how the grant has been spent. Reports for successful applications will be required within 6 months of the grant being made.

Failure to provide a report and failure to meet any conditions the grant has been made under may preclude any subsequent grants to the grant holder, and to any collaborators/co-grant holders.

If you have any queries or require further information, please contact Caroline Costello on 01524 594056 or by email: c.costello@lancaster.ac.uk

Projects funded by the Friends Programme from 2002

The Friends Programme provides funds to use across campus for projects that fall outside statutory funding but are vital to the life of the University, adding to its good standing and reputation and further enabling links with the local community. This is made possible by donations from alumni and other friends of the University. If you would like to make a gift you can do so online at: www.lancaster.ac.uk/giving

Over £1.3M worth of grants have been made to more than 269 projects, including:

**COLLEGE PROJECTS**

**Bowland College** - mature & off-campus student facilities (computers for mature students, community facilities within the college for students who live off campus such as lockers and the use of a kitchen).

**Cartmel College** - live entertainment equipment (lighting, sound and stage equipment so they can put on events such as the comedy shows).

**County College** – furniture for the study room

**Furness College** - TV room refurbishment, off-campus room and study room refurbishment.

**Fylde College** - Off-campus facilities, new seating for Fylde bar and quad area, improvements to JCR and college environment.

**Graduate College** – *New Ideas* festival: to give research students an opportunity to develop skills in the dissemination of ideas to a mixed audience, encourage links between the university and the city and demonstrate the role of academic research within everyday experience. *The English Café*: A project to support English language and cultural development.

**Grizedale College** - resource room, PCs for college foyer, outdoor social space.

**Lonsdale College** - outdoor furniture, JCR office refurbishment.

**Pendle College** - graduate bursaries, computer facilities, secure cycle parking, vacation scholarships, disabled computer access. Funding for a PA kit for college initiatives such as ‘Pendle Live’.

**CLUBS & SOCIETIES**

**Bailrigg FM** - CD player replacements. Outside broadcast and live sessions equipment

**Ballroom Dancing Society** – Hosting the Annual Northern Universities Dance Competition in Blackpool Tower Ballroom

**Boat Club** - new rowing boat and other equipment.

**Canoe Club** - canoe polo funding coaching award scheme, new boats.

**Hip Hop Society** – Performing arts mirrors.

**Hockey Club** - coaching course.

**Mountaineering Club** - training scheme & equipment.

**Nightline** - E-Listening initiative.

**Sailing Club** – Fleet of second hand boats.

**Swimming Club** – ASA membership.

**Theatre Group** – Enabling the group to take their performances to the Edinburgh Fringe Festival. Upgrading the lighting infrastructure.

**Water Polo Club** – ASA membership.
Societies Union - honours board & trophy.

**LUSU (STUDENT UNION) PROJECTS**

- **Have a go and get active** – encouraging sport amongst students
- **Promoting Social Responsibility** at Lancaster University
- **Roses** - tournament sponsorship 2004 2008 2010
- **Student Media Group Project** – purchase of equipment to enable the media coverage of LUSU events in order to broadcast to a wider audience.
- **Create** – student business start-up fund
- **LUVU** – various programme including their sports-orientated *Activate*, and their schools volunteer programme

**Events:** Winterfest, societies showcase.

**OTHER PROJECTS**

- **CEEC** – Lancaster University's career mentoring scheme.
- **Lancaster International Concert Series** - education outreach, online composition resource, webcast concerts.
- **LU Chaplaincy Centre** - profile-raising and improving communal facilities.
- **Nuffield Theatre** - young people's outreach programme.
- **Peter Scott Gallery** - access project, artist in residence, sculpture on campus, university art collections online.
- **Pre-school Centre** - outside play area development and sensory room. Creation of an outdoor classroom.
- **Public Arts** – the commission of a new single multimedia web-site incorporating the Peter Scott Gallery, Lancaster International Concerts and the Nuffield Theatre, public arts outreach activities.
- **Sports Centre** - defibrillator, equipping the pool for water polo & canoe polo.
- **Student Services** – student hardship and welfare funding, promotional activities, network website, transcribing machine for students with disabilities.
- **William Ritchie Travel Fund** - research student grants.

**DEPARTMENTS**

- **Applied Social Science** – research project into young people’s views on gun culture, disability access study.
- **Biological Sciences** – avian disease study, science workshops for school children.
- **Biomedical & Life Sciences** - skin cancer cell research, *Be a scientist!* project for schools, equipment to support research into a broad spectrum of human conditions from clinical diseases such as cardiac failure, hypertension, diabetes, arthritis and cancer, coma, hypoxia and post-spinal cord injury.
- **Continuing Education** – laptops for senior learners, student ambassador skills training.
- **Educational Research** – widening participation activities.
- **Engineering** – Engineering department safety wear storage lockers, interactive whiteboard technology, Lancaster University racing car.
- **English & Creative Writing** – *Literature Live at Lancaster*, *Lancaster University Writers Online*, *Writing Across Cultures* seminar, graduate computer room and Uganda/Sudan women's writing link.
- **Environmental Science** – pilot research into the art and science of terrestrial and aquatic habitats.
- **European Languages & Cultures** – German language film club.
- **Geography** - Morecambe Bay observatory software, geographic information system equipment, digital aerial photography and satellite imagery.
- **History** - sharing historical research, student & community projects.
- **Institute for Entrepreneurship and Enterprise Development** – ethical sourcing for business forum.
- **Institute for Health Research** – a workshop on developing evaluation skills, foot and mouth feedback conference, research into youth suicide.
- **LICA (Music)** – enhancement of live performance facilities, tuition hardship bursary fund, bass flute acquisition, technology workstation.
- **Linguistics** - departmental student hardship fund.
- **Medicine** – travel bursaries for medical electives.
- **Philosophy** – Philosophy in the classroom: teaching young children about philosophy.
Physics – Science outreach for schools. Semiconductors and photonic devices project laboratory.

Psychology - Reading Circles: supporting young readers (working with children in schools)

Religious Studies - widening participation activities.

Women’s Studies Department - career networking & mentoring event, bursaries for mature students, teaching resources.