



SU Alumni Fund Guidelines

This year The SU has been granted £20,000 from the University of Bath's Alumni Fund that will be granted towards our student groups.

Student groups can apply for funding from this pot for projects which can be shown to enhance University of Bath experience across the wider community. These can support new innovations, group equipment, and enable new activities or events to be piloted.

The fund is not a recurring grant and cannot be used for retrospective purchases, funding must be applied for and approved before any costs are incurred.

Applications are reviewed by the Alumni Fund panel who will decide on the outcome based on these guidelines.

SU areas may also apply for funding to benefit the wider student experience.

# **Application Guidance**

When reviewing applications, the Alumni Fund panel will consider:

- The number of students who will benefit
- How the funding will add value to the student group by:
  - Improving the student experience
  - o Increasing participation
  - Improving accessibility
- How the funding will promote the values of the Students' Union

#### **Information Required from Groups**

To assess applications, the panel will require groups to provide the following:

- A project plan including why the funds are being requested, how they will be used and the benefits to the student community
- A clear and detailed financial plan including expenditure, student group contributions, fundraising income, external sponsor funding and the amount requested from the Alumni Fund
- For equipment explanation of storage considerations and ongoing maintenance and replacement costs





#### **Examples of What the Fund May Cover**

The panel may approve funding for:

- Improvements to the quality of existing activity
- Creation of new activity
- Specialist equipment
- Worn-out/replacement equipment
- Equipment/training necessary to ensure the health and safety of participants
- Members representing the University at a national or international level (e.g. competitions, conferences)

## **Examples of What the Fund Will Not Cover**

The panel will not approve funding for:

- Alcohol
- Projects which directly raise fund for other charities
- Costs which might reasonably be covered by a registration or ticket price
- Personal participation expenses (individuals can apply directly to the Alumni Access Fund)
- Requests in which the Alumni Fund is the only source of project income, groups must ensure that they are partly funding the project

## **How to Apply**

Applications are invited throughout the year and will be processed as per the schedule below.

Application Deadline	Application Outcome Received
Monday 27 October 2025	Friday 07 November 2025
Monday 17 November 2025	Friday 28 November 2025
Monday 08 December 2025	Friday 19 December 2025
Monday 26 January 2026	Friday 06 February 2026
Monday 16 February 2026	Friday 27 February 2026
Monday 09 March 2026	Friday 20 March 2026
Monday 06 April 2026	Friday 17 April 2026





Applications should be made through the completion of the application form and emailed to <a href="mailto:su-alumnifund@bath.ac.uk">su-alumnifund@bath.ac.uk</a>.

Groups are invited to reach out to their relevant area staff or Officer before applying to seek guidance on the process.

## **Possible Outcomes of Applications**

The panel may respond to applications in one of the following ways:

- Rejected: the bid has not been approved
- More information required: the group will be asked to provide more detail
- Partial approval: part of the requested amount is approved, with an explanation provided
- Full approval: the full requested amount is granted

There is no formal appeals process, but groups are welcome to reapply at any time, including submitting a revised version of an unsuccessful bid.

## **Successful Applications**

For successful applications, groups will receive further information about next steps including how to proceed with payments. Receipt of the funds is dependent on groups submitting a report showcasing the impact the fund has had on their group.

For any questions relating to the SU Alumni Fund, you can contact:

The SU Alumni Panel: <a href="mailto:su-alumnifund@bath.ac.uk">su-alumnifund@bath.ac.uk</a>

SU Activities Officer: suactivities@bath.ac.uk

SU Sports Officer: <a href="mailto:susport@bath.ac.uk">susport@bath.ac.uk</a>



