St Mary's College

Development Fund

TERMS & CONDITIONS

The College is in receipt of kind donations by members of its alumni community that enables it to make a number of awards each year to support the development of the College.

The Development Fund is open to student groups seeking grants for projects connected to cultural and/or sporting activities that will either bring distinction to the College and/or be of benefit to the wider College community or the local community.

1. **Eligibility and suitable activities:**
   a) Development Fund Awards are intended to support student groups seeking grants for projects connected to cultural and/or sporting activities that will either bring distinction to the College **or** be of benefit to the wider College community **or** the local community. Examples of activities may include, but are not restricted to:
      1. Funding to set-up a new volunteering initiative.
      2. Funding to set-up a new environmental initiative.
      3. Funding to attend a local, national or international competition.
      4. Funding to participate in a group training opportunity.
      5. Funding to support an art or photography exhibition.
      6. Funding to support a theatre production in the local community.
      7. Funding to support a College-based inter-disciplinary research project.

   b) Funding will not normally be given for equipment however, consideration would be given to requests for set-up costs for new initiatives or larger items if required to grow a JCR or MCR Club or Society / take it to the next level.

   c) Applications can be made for group purchases of SMC-branded sports kit.

   d) Applications for to the Development Fund must have an individual project leader.

   e) The Project Leader must be either an undergraduate student or postgraduate student, of St Mary's College, Durham University.

   f) Applications from students for activities which take place after the completion of their degree course will not be considered.

   g) The College cannot consider requests from students for a project whose sole purpose is the benefit of another charity.

2. **Applications**:
   a) All applications must be accompanied by the relevant supporting evidence to demonstrate why the funding is needed.

   b) All evidence must be contained within the application form, including costings.

   c) To ensure ease of processing, applications must be submitted as a PDF.

d) Applications must be submitted electronically to stmarys.collsec@durham.ac.uk

e) There will be three deadlines for the consideration of applications per academic year.

f) There will be one application deadline in Michaelmas term, one in Epiphany Term and one in Easter Term.

3. Selection:

a) Applications will be considered by the Development Committee

b) Applications shall be considered by the College on a case by case basis, each on its own merits.

c) Applications may be fully-funded, part-funded or not funded.

d) Applicants will receive a decision within four weeks of the application deadline.

e) The decision as to whether or not an application is successful and whether an award is given is made at the sole discretion of the Development Committee.

f) The Committee's decision in regards to the success of an application is final.

g) The College has the right to make only as many awards as it thinks proper, and has no obligation to allocate all the available funds, nor to fully fund any application.

h) Incomplete and/or poorly evidenced applications will be dismissed. Evidence of prices must be provided for each element of an application.

i) Late applications will not be considered.

j) Retrospective applications will not be considered.

4. Successful applicants:

a) Project Leaders are personally responsible for ensuring adherence to the terms and conditions set out within this document.

b) All successful applicants will be required to submit a short impact report detailing the project and the benefits to the group, community, or College.

c) Reports must be submitted within one calendar month of completing the activity / project.

d) Reports may be shared with donors and may be published in College publications, in print and online, or presented in person to an audience at an event in the College.

e) The impact report should contain high quality, high resolution photos featuring the successful recipients undergoing the funded opportunity.

f) Successful applicants may also be invited to take part in follow-up publicity campaigns, such as photoshoots to accompany testimonials, and video advertising.

g) Any other requirements will be detailed in the offer of funding.

5. Proper use of an award:

a) Project Leaders are primarily responsible for ensuring the proper allocation and use of funds awarded.

b) Project Leaders may deputise other beneficiaries named in the application to administer funds, but they remain responsible for overseeing its proper use.

c) In accepting an award from the fund following a successful application, Project Leaders undertake to use the funds awarded strictly in accordance with their application.

d) The College at all times reserves the right to request immediate repayment of any funding not used in accordance with an application, including any surplus funds remaining unspent following completion of the activities listed in the application.

e) In the event that the College is given any reason to believe the funds awarded were not spent in accordance with any group's application, the College shall request proof of expenditure from the Project Leader, and where such proof is not reasonably satisfactory to the College, the College may require repayment of the award in accordance with 5 (d) of these terms.