**The Barts and The London**

**Association Fund**

**Guidance Notes for Applicants and Conditions of Funding**

***As funds available are limited and the application process will be competitive, those wishing to apply for funds are asked to read these Guidance Notes carefully before completing the application form, and to review the Conditions of Funding to ensure, should funding be awarded, that they are aware of their responsibilities in relation to it.***

1. **Guidance Notes**
2. **Introduction**
	1. Each year, BLSA runs a number of flagship events or “Whitechapel Special Events”. These are currently Doctors’ Day, The Association Dinner, Graduation Dinner and Rites of Passage, but will be reviewed annually. In order to ensure these do not lose money, a contingency is budgeted. If the events are all successful, the net surpluses, less a 10% contingency and/or a minimum of £1,000, will be redistributed to students through the Barts and The London Association Fund.
	2. The Barts and The London Association Fund is also generously supported by the Queen Mary Annual Alumni Fund.
	3. The Barts and The London Association Fund is intended to support the following:
* activities and events designed to promote the community of Barts and The London
* resources intended to improve the student experience whilst studying at Barts and The London School of Medicine and Dentistry (BLSMD)
* equipment and facilities to improve the environment of the Association Building
* competitions, displays and exhibitions by BLSMD students on the Whitechapel, Charterhouse Square or West Smithfield campuses
* anything not covered by the above, but considered by the Fund Panel to improve the lives of students at BLSMD
* NB: The term project is used in the application form, this is the blanket term which refers to events, activities, conferences and resources
	1. Applications may be made by individual BL students; BL societies/clubs; BLSA representatives; and Queen Mary Students’ Union staff.
	2. The Barts and The London Association Fund is not intended to be a ‘hardship’ fund, or to replace Queen Mary Students’ Union funding, or funding for BL sports club, society, volunteering group or media outlets’ usual annual programmes. Exceptionally, funding by way of contribution to a recurring event, on a one-off basis, may be considered, where it is felt Barts and The London Association Fund funding would contribute to the event being placed on a more sustainable footing for the future.
	3. Funding will not normally be granted to cover the cost of alcoholic drinks or food.
1. **The Application Process**
	1. Applications for funding must be made on the prescribed form. Applicants may be required to provide additional supporting information or documentation.
	2. Applications are considered by a Barts and The London Association Fund Panel, which will comprise of the BLSA Student President, Vice-President Barts, Vice-President London, BL Sports Officer, BL Societies Officer and BL Volunteering Officer. A member of Queen Mary Students’ Union Staff, nominated by the Chief Executive Officer, will act as secretary to the Panel.

* 1. The Panel is expected to meet at least once in each semester. A timetable for submission of applications and their consideration will be published from time to time on the BLSA website.
1. **The Decision Process**
	1. The decision whether or not to award funding and how much to award will be made by the Panel.
	2. Panel members will be required to declare any interest in an application, and, if inappropriate for them to do so, they will not take part in the actual decision on that application, though they may be asked to contribute to discussion on the application.

* 1. Whilst there is no limit on the amount of funding which can be applied for by a particular applicant, or the number of applications which can be made by an applicant, the Panel will be concerned to ensure a fair allocation of available resources between competing interests. Therefore, usually the maximum amount awarded will not exceed £500.
	2. The amount of any funding awarded will at all times be at the discretion of the Panel.
	3. **The Panel’s decision on each application will be final.**
1. **The Application Form**
	1. Guidance on completing the application form can be obtained from [www.bartslondon.com/funds](http://www.bartslondon.com/funds)
	2. Where an application is made on behalf of a BL society or club, **it is a requirement to specify a named individual** (‘responsible person’) **who will be responsible for the project** *(Section B2)*. The responsible person will be required to sign the application and deal with the Barts and The London Association Fund panel on all matters relating to the application and any funding awarded.

* 1. Where an application is made by an individual student or BLSA representative, **it is necessary to obtain in advance the agreement of someone who is a recognised budget holder in QUEEN MARY STUDENTS’ UNION who is willing to manage transactions on their behalf** *(Section B3)* as funding awards cannot be paid into a private bank account (see section 5 below *Making Purchases with Barts and The London Association Fund Funding Awards*). The ‘nominated budget holder’should be should sign to confirm their agreement in *Section H*. An electronic signature, or their name typed, and then your nominated budget holder copied into the email will suffice for this.
	2. All relevant details requested on the application form must be provided and it must be signed by the applicant/responsible person (and the nominated budget holder, where applicable). Signatories should note the specific matters they are confirming, or consenting or agreeing to.
	3. In relation to budgeted items of expenditure, *(Section D1)* applicants are asked to provide sufficient breakdown of items and sufficient detail in relation to each item to enable the Panel to assess whether or not the sums are budgeted are reasonable (estimates or quotes from suppliers are advisable). Applicants are also required to disclose the full cost of their project, how much funding they are applying for and how much they are part-funding (either from their subs or alternative sources).
	4. Applications from a student group will also be required to disclose the balance of their subs account to the panel in Section D4. Section D5 must then be completed by the student group to explain how they plan on using the balance in their subs account and justify why they are unable to fund the project from this money.
	5. In relation to budgeted items of income,*(Section D2)* applicants are asked provide details of **all** anticipated income. Where a project is budgeted to generate a profit, the purpose for which this will be used must be stated. The Panel is able to consider funding projects where surplus income generated by the project is proposed to be used for purposes other than meeting project expenditure, provided such a proposal is, in the opinion of Panel, reasonable. In this context, the Panel is able to consider, for example, funding which has the effect of contributing to the future sustainability of a project, but will **not** consider funding which has the effect of contributing to money raised for external charities or external voluntary organisations, including RAG.
	6. The Panel reserves the right to underwrite a project by providing funding in advance of anticipated income (e.g. ticket sales) and covering the risk of any shortfall, or the unsuccessful outcome of a bid for another source of funding. In this instance the Barts and The London Association Fund may require the refund of any surplus upon completion of the project, or withhold any unspent grant.
	7. The application form and all supporting information/documentation must be received by the published deadline for the relevant funding round. Applications received after the deadline will not be considered, but may be re-submitted for future funding rounds.
1. **Making Purchases with the Barts and The London Association Fund Awards**
	1. Where a successful application is made by a BL Sports Club, Society, Volunteering Group or Media Outlet or a Queen Mary Students’ Union staff member, payment will be credited to the relevant cost centre and budgeted items should be purchased in the normal way in accordance with Queen Mary Students’ Union Finance Procedures.
	2. Where a successful application is made by an individual student, budgeted items should be purchased in one of the following ways:
2. By the nominated budget holder on the student’s behalf via an account with existing supplier
3. By the nominated budget holder on the student’s behalf against a supplier’s invoice
4. By the nominated budget holder on the student’s behalf through a Queen Mary Students’ Union process
5. Exceptionally, the student may choose to make a purchase at their own expense and claim reimbursement via an expenses claim, supported by the relevant receipts.
6. **Conditions of Funding**

The following conditions shall apply to all funding, together with any other conditions imposed in relation to any particular award. Applicants are required to comply with all relevant conditions and all responsible persons are required to ensure they are complied with. **Failure to comply may result in funding being withdrawn and/or being required to be repaid at any time.**

1. No significant changes may be made to the project without prior permission from the Barts and The London Association Fund Panel.
2. Any funding awarded must be used **only** for the purposes for which it was given.
3. Funding cannot be used to pay for expenses incurred in advance of the application.
4. The Barts and The London Association Fund will be entitled to require the refund of any underspend of funding at the end of a project.
5. Any funding awarded must be acknowledged in all promotional and publicity material relating to the project.
6. The project must at all times comply with all applicable legislative and regulatory requirements.
7. The Barts and The London Association Fund panel will be entitled to require submission of an interim report on the project at any time.
8. A final report on the project in the prescribed form together with all supporting information and documentation may be required within 21 days of the end of the project.
9. Copies of all financial and other information/documentation relating the project must be supplied to the Barts and The London Association Fund panel on demand.
10. All financial and other information/documentation relating the project must be retained by the applicant for at least 2 years from the award of any funding. (This does not affect any legal responsibilities of applicants to retain such information/documentation for longer periods).

**The BLSA Board reserves the right to amend the above Conditions without notice.**