Criteria and Guidance
University Community Fund

For groups and activities in St Andrews and neighbouring communities

Background
The University of St Andrews is looking to develop a greater connection with the projects it supports and increase engagement with communities. To enable this increased engagement, a University Community Fund is launching which will enable the University to contemplate engagement and support with potential partners in a gathered field. Through our University Community Fund, we will be able to develop a narrative with funded organisations as well as create opportunities for feedback to allow the criteria of the fund to adapt over time.

At the time of the launch of our fund, the world has been forced to react to an unprecedented crisis that has had a profound effect on the lives of our University community as well as those locally, nationally and internationally. Beyond the pandemic, the University recognises that key to a community’s recovery and the very fabric of life in communities are the many small voluntary bodies that are responding to the needs of their residents with a will and bravery which must be commended. During this period the University would particularly like to receive applications that consider opportunities and activities that offer solutions to community needs during the Covid-19 crisis.

How much funding is available?
Over the financial year, there will be a total of £30,000 available in the University Community Fund across three funding rounds. Applications will be accepted for the minimum amount of £250 to a maximum of £3000.

The maximum available within any 12-month period will be £3000 for any applicant (individual, organisation or group). For example, an application of £500 in Round 1 and then an application of £2500 in Round 2 will be accepted and considered.

Who assesses my application?
A formal panel of University staff and students will consider all applications.

Who can apply?

Location Criteria
Applications will be accepted from organisations and groups from across Fife. However, it is essential that activities funded must either have an impact on St Andrews and the neighbouring communities and/or demonstrate a clear opportunity to increase engagement with the University.

What kind of projects will be funded?
Applications must demonstrate some or all of the following:
1. Increase valuable support to communities during and beyond the Covid-19 pandemic.
2. Benefit communities in the local area (St Andrews and neighbouring communities).
3. Increase engagement between the University and the community.
4. Promote knowledge exchange and widening participation.
5. Promote environmental sustainability within the local area.
6. Promote diversity and inclusion within the local area.
7. Promote and celebrate St Andrews and the local area’s heritage, whether physical or cultural.
Because of the demand for the fund, applicants are advised that they are unlikely to be supported unless they can demonstrate that they have a strong case in at least two of the criteria. All applications will be considered on a case-by-case basis.

A decision to fund a particular project does not necessarily mean that a project of that nature will automatically be supported in the future. Similarly, a decision not to fund a particular project does not mean that no such projects will ever be supported.

The figure awarded is at the discretion of the panel. Schemes that can promote greater community cohesion will be supported. The fund will prioritise small, grassroots charities and community organisations over larger organisations.

The fund will support local branches of national charities if they are financially independent and locally managed, and national charities if they have a distinctive offering to the local community.

**What kind of projects will not be funded?**

Funding will not ordinarily be provided for:

- Capital projects or to cover day-to-day running costs e.g., staff costs, rent or building maintenance and subsistence.
- We will also not **normally** fund the continuation of existing projects, unless an improvement to the project can clearly be demonstrated.
- We recognise that repeat funding for activities can be difficult and we will therefore consider repeat applications on a case-by-case basis and for a maximum of two times over a five year period.
- Statutory bodies including schools: we will, however, fund organisations that work with statutory bodies or activities based on the premises of statutory bodies.
- For-profit organisations.
- Individuals.
- The promotion of religious or political beliefs.
- Activities where there isn’t evidence of a will to engage positively with the University of St Andrews.

**What if I’m not part of an organisation?**

If you are not part of any sort of organisation, we suggest you contact an eligible one and ask them to sponsor your application. In this scenario, all funding must be paid to the organisation’s bank account and the receiving organisation is ultimately responsible for the project and its delivery. We cannot make awards to individuals.

**Can students and staff of the University of St Andrews apply?**

Applications will be accepted providing the project clearly benefits the local community and is sponsored by an organisation (as detailed above).

**Additional Information**

**When will I hear if my application has been funded?**

We aim to let you know no later than two weeks following your submission. During the Covid-19 pandemic, submissions will be reviewed on an ad hoc basis. The final deadline for the first round of funding will be 5pm on Friday 26 June 2020.

**Project start dates**

Following on from acknowledgment of a successful application, we expect that funding will be in your bank account within two to three weeks. We do not recommend that you start your project before the money arrives in your account.

**What happens when my project ends?**

Following on from the completion of your project, we will expect a report on the benefits of the awarded funds. This report could be written or in the form of a presentation (video, verbal, PowerPoint, etc). Your report should be submitted within one month of completion of the project unless otherwise agreed. You will also be required to return any unspent money to the fund once your project ends.
Do I have to acknowledge the University of St Andrews in my communications?
Yes. Successful organisations will sign a short funding agreement outlining our expectations and must acknowledge the support of the University of St Andrews in any materials published for the project and in the accounts and annual report of the organisation. A template to acknowledge University support will be provided along with the University’s logo.

Do I have to let the University of St Andrews acknowledge me in its publicity?
Yes, but if there are, for example, privacy concerns regarding individuals involved (including the privacy of the applicant or grant-holders), we will work with you to ensure these are accommodated.

How often should we be in contact with the University during the project?
The only formal contact required once your project has been funded is the end-of-grant report. However, one of the primary aims of this fund is to increase engagement between the University and the community, therefore we would like to get to know your organisation, your project and its people as we are keen to develop sustainable relationships with our awardees.

To enable us to promote the Community Fund and raise the profile of your project, we may also wish to contact you to carry out interviews or take photographs of your project in action. Requests will be made before any visits and we appreciate that, dependent on the project or organisation in question, this request may not always be suitable.

Reapply and appeals procedure
Unsuccessful applications will be provided with feedback on their application. Although not a guarantee for future success, where possible, unsuccessful applicants will be advised on improvement opportunities. This does not guarantee success in the next funding round.

Based on the Community Fund’s clear criterion on projects it will and will not fund, the University will not consider appeals.

Additional resources
The University Community Fund provides financial support to the community. Should you require alternate resources (e.g., volunteers, vehicle support, expertise or other assets) which the University may be able to help with, please email community@st-andrews.ac.uk with further information on your needs.

Additional questions
Please contact the team on community@st-andrews.ac.uk or 01334 462551.