HARLINGTON GRANTS FUND COMMITTEE - APPLICATION FOR A GRANT

**This pro-forma should form the basis of all applications to the Harlington Grants Fund Committee. Please read the instructions at the end of this form and be as specific as possible when completing it.**

**APPLICANT** Insert the name of the proposed recipient, whether a club, society, project or an individual.

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| **NAME** |  |

**CONTACT DETAILS** Enter the name, address and email address of the person making or co-ordinating the application.

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| **NAME** |  | |
|  |  | |
| **ADDRESS** |  | |
|  |  | |
| **EMAIL** |  |
|  |  |
| **PHONE NUMBER** |  |

**PROPOSAL**

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| --- | --- |
| **TOTAL AMOUNT APPLIED FOR (£)** |  |

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| **What is the purpose of the grant that is being applied for, and how is the total amount applied for made up? Please include competitive quotes where relevant. You may continue on a separate sheet if you require.\*** |

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| **DESCRIPTION** | **AMOUNT APPLIED FOR** |
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|  |  |
|  |  |
| **TOTAL AMOUNT APPLIED FOR** |  |

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| **Please use this space to explain why you think that this proposal should be supported by the Harlington Grants Fund Committee. You may continue on a separate sheet and include as much supporting documentation as you wish.\*** |

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| **Please give details of the club, society or project’s current finances. You may continue on a separate sheet if you require. \*** |

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| **Please give details as to why the bid cannot be provided for out of the club,society or project’s own funds. You may continue on a separate sheet if you require. \*** |

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| **Have any other sources of financial support been confirmed, for example, from an application to the Imperial College Trust?** |

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| **Are there any other applications for financial support outstanding/ intended?** |

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| **Please provide details of previous applications made by the club, society or project to the Harlington Committee within the last three years (eg date of application, amount requested, amount awarded and date of report).** |

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| **If applicable, please provide details of where the club. society or project intends to safely store the equipment listed in the application, and what steps you have taken to ensure that sufficient storage space is available.** |

\* Separate sheets should be clearly headed with your name or that of your club/society, and the date.

I confirm that I have read the notes for applicants (on the reverse of this form).   
I understand that I, or my club/society/project, will be required to:

1. Produce receipts as proof that any money awarded has been spent as specified in this application;
2. Safeguard equipment bought with Trust funds and produce it on request; and
3. Produce a report for the Committee detailing how the award of money has been spent.

SIGNATURE

DATE

Completed applications should be forwarded **by email** to: Imperial College Union Deputy President (Clubs & Societies), Beit Quad, South Kensington Campus (dpcs@imperial.ac.uk).

PLEASE NOTE: APPLICATIONS TO THE HARLINGTON COMMITTEE ARE CONSIDERED ON A MONTHLY BASIS –

PLEASE THEREFORE ENSURE THAT YOU ALLOW AT LEAST 10 WEEKS FOR YOUR APPLICATION TO BE PROCESSED.

**THE HARLINGTON GRANTS FUND COMMITTEE – INFORMATION FOR APPLICANTS**

The notes below will help you to decide whether or not your proposal falls within the scope of the Harlington Trust.

**COMPOSITION OF THE COMMITTEE**

The Harlington Grants Fund Committee acts on behalf of the College’s Council to award grants from the Harlington Trust. The members of the Committee are the Vice-Provost (Education), a Past President of Imperial College Union and the current President of Imperial College Union. The Vice-Provost (Education) acts as the Chair of the Committee and the College Secretary & Registrar as its Secretary. The latter role is delegated to the Scholarships and Governance Officer.

Income from the Trust will be applied for the benefit of students of Imperial College in relation to sporting, athletics, recreational, and cultural facilities. (The Committee does not normally feel able to provide support for expeditions).

As a general principle, funds will only be used to finance new or improved facilities, namely capital assets or equipment, and not to meet running costs. (This means that the Committee will normally favour applications for the purchase of new facilities or equipment, or the replacement or refurbishment of existing items. They will not usually provide grants for accommodation, travel and training (other than specialist safety and first aid training) costs or for the provision or replacement of consumables, including such items as balls and team strips.)

The Committee has a maximum of £55,000 to allocate in any one financial year (1 August to 31 July). As a guide, grants normally amount to between a few hundred and a few thousand pounds depending on the nature of the application.

**In making their decisions they will take into account the following factors:**

* **Cost/Benefit.** Whether the cost of the bid is likely to benefit an adequate number of students or the College as a whole, as compared with other bids for support;
* **Official Support.** Whether the proposed activity is part of a recognised club or society open to all Imperial College Students, has the support of the Imperial College Union and is likely to have a sufficiently long and continuous existence;
* **Financial Risk.** Whether the proposed activity is unduly dependent on commercial or non-college involvement;
* **Merit.** Whether the purpose of the bid is likely to enhance or maintain the reputation of the College through involvement in a prestigious activity or event;
* **Outside Benefit.** Whether those who are not current students are likely to benefit unduly from any grant.

The Committee has made it clear that they will also take into consideration the ability of the recipient to safeguard items purchased with Trust funds. Thus, they will seek assurances that proper precautions will be taken to prevent the loss, damage or theft of equipment and may require such items subsequently to be produced for inspection. The Committee may, from time-to-time, work with ICU to audit equipment that has been bought with funds from the Trust.

At the discretion of the Committee, an award may be granted to an individual for the purchase of personal equipment. However, unless prior agreement is obtained from the Committee, the equipment will remain the property of the appropriate club upon the individual leaving the College.

In the event that a club wishes to replace or dispose of equipment then the following points should be considered:

Where the club is selling old equipment to part fund replacement equipment, or disposing of equipment that is no longer fit for use then this should be done in line with the College and ICU guidelines on equipment disposal.

A club should consult with the Committee if they wish to dispose or sell a piece of equipment that is still useable but that they longer wish to use and are not intending to replace.

**SPENDING THE HARLINGTON TRUST GRANT**

In the case of a successful application, the Committee expects the funds to be spent in the proposed way within six months of the award letter being received. In exceptional circumstances this can be extended at the discretion of the Committee. A Club, Society or Project Lead must contact the Committee to request any extension on this time period. If after the six months or other agreed period the funds have not been spent, the Committee reserves the right to recall the funds back into the Harlington Trust.

**PROVISION OF A REPORT**

In the case of a successful application, the Committee will, in due course, wish to be provided with a Report detailing how the award of money has been spent. The report must be sent to the Committee within two months of the funds being spent. Failure to submit a report may require repayment of the grant and will jeopardise any future applications from the club or society. Receipts will need to be submitted by the club or society to Aziz Bilgrami, the ICU Clubs & Societies Finance Administrator, in order to confirm that it has spent the grant appropriately.

**CHANGE OF USE**

Any proposal to change the use of the money that has been awarded to a club or society must be made to the Committee in writing, and the Committee reserves the right to reject any such change, whereupon funding must be returned.