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**FOUNDATION FUND**

**How to Apply for a Grant: Guidance for Student Applications**

The Lincoln Bishop University Foundation Fund was set up by the Alumni of the University to support projects that enhance the student experience and help make a difference to other peoples’ lives. The money for the fund comes from philanthropic donations from individuals, trusts, companies and general fundraising.

**What can you get funding for?**

The fund supports a range of projects that clearly demonstrate enrichment during the student’s time at university that cannot be resourced through the University’s main funds. The fund focuses on providing a number of small grants to assist with expenses incurred when undertaking voluntary work or other innovative, creative, charitable or community-based projects both here in the UK or overseas.

Already, many of our students have been involved in a range of projects from the promotion of their club or society, to teaching orphans in Nepal and Uganda, and working with children affected by HIV in Southern Africa. These are just some examples of the projects undertaken. You too could truly make a difference! Please note, you will not be eligible for an award if you have received one within the current or previous academic year.

**Lincoln Bishop’s priority areas for funding in 2025/26 include:**

* Lincoln Bishop clubs and societies
* Innovative and creative local community projects
* Developing evidence for the Graduate Attributes Excellence Award

**How much will you be able to get?**

Please be aware that grants for the Foundation Fund are not guaranteed. Grants of between 30% to 100% of the amount requested (maximum of £500) are awarded. Please note that the amount awarded is dependent on the quality of your application submitted and the evidence you provide.

**How do you apply?**

If you are interested in applying for a grant, click on the application form on the Foundation Fund section of the website.

The Committee meets three times per year to go through all applications and take into consideration the project, the quality of the application and the supporting evidence before making decisions. You can submit your application any time up to the advertised application deadline date.

**Who makes the decision?**

The Committee is made up of representatives from across the institution and external organisations. The panel reviews and assesses each application for approval or rejection by the Committee. The Committee will then confirm full approval for the grant or may reject the application, at this stage the amount to be awarded will also be confirmed.

**What happens next?**

The panel assesses applications against the following criteria:

* Has a detailed case for support been made and has all information requested been submitted?
* Does the application clearly demonstrate the value that will be gained from the proposed project?
* Does the application include details of any voluntary of community engagement activities? Has an itinerary been provided?
* Has a detailed breakdown of costs been provided, a letter or other evidence to show that the project has been approved by the host organisation including evidence to demonstrate any associated travel costs?
* Has it been demonstrated how all other costs associated with the project will be covered, including any planned fundraising activities?
* Does the application illustrate how the project fits the mission and ethos of the University? For projects abroad, has the carbon footprint been considered?

**What else do you need to provide?**

The following information and evidence is required and necessary for your application to proceed:

* A letter from the organisation responsible for the project, clearly stating that your proposed work has been endorsed and the dates when the project will be taking place.
* A detailed breakdown of all travel costs that can be officially sourced (e.g. evidence of flight cost estimates from a recognised airline website).
* Detailed budget for all aspects of the trip.
* Evidence that health and safety issues have been addressed (this might be covered in the letter and accompanying documentation from the organisation/individual arranging the project but you are also asked to demonstrate that you have consulted other sources such as [the Foreign and Commonwealth Office website](https://www.gov.uk/government/organisations/foreign-commonwealth-office)). Ideally you should provide a risk assessment and evidence of necessary insurance. If the trip is being delivered through a third-party organisation, you should ask them for copies of their risk assessment and insurance.
* Evidence of activities being undertaken to raise the other funds required for the project.

**When will you hear if your application is successful?**

[The Hub](https://www.bgu.ac.uk/student/thehub/welcometothehub) aims to notify you of the outcome no more than two weeks from the date of the stated Committee meeting.

**The Outcome**

The possible outcomes for applications are:

Approved
You will be notified via email that your application has been successful, stating the amount that has been awarded. Your funding will then reach you within 30 days of receiving said email.

At this stage you will be allowed to set up fundraising pages on Justgiving under the University banner, allowing you to take advantage of gift aid (which adds a further 25% to each donation made). Money raised via this mechanism will be paid in a further grant before your project begins. We can help with guidance on this if required.

DeferredYou will be notified via email that your application has been deferred. This will also advise on the next steps you need to take should you wish to continue with your application.

RejectedYou will be notified via email that your application has been rejected. It will clearly state why the application has not been approved.

**What if your application has been rejected?**

You have the right to appeal against any decision made by the panel. Any appeal should be made in writing to [The Hub](https://www.bgu.ac.uk/student/thehub/welcometothehub) within four weeks of the date of the decision and should make clear the grounds for the appeal. If the grounds for an appeal are approved the Panel will reconvene to reappraise the application. This will take place no more than four weeks after an appeal has been lodged. In the event that, as part of the appeal, an objection has been raised against a specific panel member assessing the application, [The Hub](https://www.bgu.ac.uk/student/thehub/welcometothehub) will endeavour to replace them with an agreed independent member to hear the appeal.

**Feedback**

You can seek feedback regarding your application at any time.

**Do you need to do anything in return?**

We like to showcase projects in University publications and websites and would request that you provide us with a short report telling us what a difference you made. We will also encourage you to photograph your experiences and give copyright permission for us to reproduce these when necessary.

**Disclaimer**

Please note that the University takes no responsibility for health, safety or any other issues related to voluntary work undertaken by individuals. The University will only bear responsibility for the payment of grants to successful applicants.

**Further Information**

If you are thinking about applying and you are still unsure of how to go about it, please come along to one of our drop-in sessions (please see the [Foundation Fund website](https://www.bgu.ac.uk/about-bgu/foundation-fund/bgu-foundation-fund) for details). Remember, the stronger your application and the more information that you include, the more likely you are to receive an award. Higher scoring applications will receive larger awards.

**The Application Form**

Application forms are available via the website here: [BGU Foundation Fund | Bishop Grosseteste University](https://www.bgu.ac.uk/about-bgu/foundation-fund/bgu-foundation-fund)

Completion of the form

Please answer all questions in as much detail as possible as your application is scored. The higher the quality of the application, the higher the score which in turn affects the amount of money you may be awarded from the Foundation Fund. Further down the application form it will then ask for evidence in the form of attachments.

Please also attach any supporting documents below and add a description of what the document is. For example, risk assessments etc. in the evidence attachment section and evidence of costings in the budget section.

Should you encounter any issues with unloading your attachments, please email thehub@bishopg.ac.uk at your earliest opportunity.