**The Vice-Chancellor’s Fund**

**Guidelines for funding**

**Updated 2025**

**Introduction**

TheVice-Chancellor’s Fund was established in 2013, thanks to a personal donation from the Principal and Vice-Chancellor, and aims to support specific student projects and initiatives. Any student or member of staff is eligible to apply. Projects supported will enhance the student experience and aim to help the maximum number of students, rather than fund individuals.

Grants tend to be in the region of £100 to £1,000 to support an **innovative project** that will **enhance the Stirling experience** for the wider student community.

The panel may choose to part fund an application to ensure diversity and inclusion of as many students as possible. It is acceptable to collaborate on a proposal with other clubs or societies. We advise that before developing a larger scale project (i.e., at the top end of the maximum grant amount) that you discuss your proposal with the Students’ Union or relevant department. Their contact details can be found at the end of the document.

**Criteria for Projects**

To be awarded funding, projects must demonstrate that they will enhance the student experience across the wider student community, benefitting current and future generations of students and making Stirling an even better place to live and study.

The Panel **will consider** supporting initiatives in the following areas:

* Projects that will benefit Stirling as a whole and the wider community, or which promote the reputation of Stirling to the benefit of all, or that enhance the student experience.
* The provision of equipment (which benefits multiple students).
* Student-led extra-curricular academic activities or projects.
* Club or society projects that will enhance the experience of students.
* Projects which require an initial outlay, provided that any recurrent costs can be met by the Club/Faculty/Department concerned.
* Projects that involve fundraising events or initiatives as long as they adhere to the [*Code of Fundraising Practice*](https://www.fundraisingregulator.org.uk/code), ensuring ethical and responsible management of donor funds. *However, please note that projects seeking grants to host fundraising events for sensitive or potentially divisive causes, such as international conflicts or political campaigns, will not be considered.*

The Panel **will not** consider:

* **Pre-existing Faculty or Club Responsibilities:** Projects that seek resources or services the faculty, club, or society is already expected to provide.
* **Recurrent Funding Commitments:** Projects requiring ongoing financial support beyond the initial funding period.
* **Standard Equipment and Furnishings:** Requests for regular equipment or general office furnishings.
* **Individual Benefits or Support for One Student Only:** Applications for personal financial support, such as scholarships, tuition fees, bursaries, prizes, trips abroad, or initiatives and equipment that solely benefit one individual rather than the wider community.
* **Operational Costs:** Requests covering catering, staff salaries, or capital/building expenses.
* **Mandatory Curriculum Activities:** Funding for trips or activities that are already part of the faculty’s curriculum, such as compulsory field trips.

**However, the panel may consider applications for trips (local or abroad) if:**

* **The trip demonstrates clear and significant benefits to the University community.** For example, a student-led research expedition that culminates in a public lecture or seminar series, sharing valuable findings with the University. Trips with limited or unclear impact, such as recreational retreats or activities that primarily serve individual interests without broader engagement, will not be funded. *Please note that funding for travel abroad or locally to participate in competitions, tournaments, or games, such as a sports event or a debate competition, will not be considered*.
* **Projects are strongly encouraged to demonstrate clear evidence of partial financial support from other sources, as this reflects a strong commitment to the project's success and shared responsibility.** For example, if a trip has been partially funded through student society fundraising activities, this illustrates a collaborative effort toward achieving the project’s goals.

**Conditions of receiving funding**

Successful applicants **must**:

* Provide a clear and structured breakdown of the budget required.
* Be enrolled in the current academic year and have a plan to spend the funds before you cease to be a student (student applicants only).
* Acknowledge the award on social media using the hashtags @StirAlumni #Vice-Chancellor'sFund with information and updates about your project, and by promoting the project with the Vice-Chancellor'sFund icons which will be sent to successful recipients.
* Provide **written feedback** (a written report with a minimum of three high-quality images and relevant quotations) on the success of the project and how the award has assisted you **by the date agreed as part of your acceptance of the award**. This should be sent to [alumni@stir.ac.uk](mailto:alumni@stir.ac.uk?subject=Vice-Chancellor's%20Fund%20) by the agreed-upon date as part of your acceptance of the award. The report and any other materials will be used for future publicity of the Vice-Chancellor’s Fund and for reporting back to donors. Please note that providing this feedback is an essential condition of funding.
* Ensure that expenditure plans and timelines are clearly outlined. Typically, funds should be spent within **12 months**, with the release of funding based on the agreed financial schedule. If this timeline is not met and no extension is arranged, the panel may withhold funding to ensure that sufficient resources remain available for future applicants.

To apply, please download an application form on the [*Vice-Chancellor’s webpage*](https://www.stir.ac.uk/about/our-people/alumni/support-stirling/thank-you/vice-chancellors-fund/)*.*

Please submit your application to [alumni@stir.ac.uk](mailto:alumni@stir.ac.uk).

**Please see the** [***Vice-Chancellor’s Fund***](https://www.stir.ac.uk/about/our-people/alumni/support-stirling/thank-you/vice-chancellors-fund/) **webpage for closing date**

**Please refer to the next page for guidance on how to write a successful application.**

**Writing a *Vice-Chancellor’s Fund* application: A Guide**

Below are some guidelines for writing your application to the *Vice-Chancellor’s Fund*. A well-written and thought through application is far more likely to be successful in being funded so be sure to check over your application thoroughly before submitting.

Previous successful applications can be found online [here](https://www.stir.ac.uk/about/our-people/alumni/support-stirling/thank-you/vice-chancellors-fund/).

* A detailed description of your project
  + Write clear objectives that are easy to understand.
  + Include the reasoning for the project as well as whether the project is urgent.
  + Link your project directly to the student experience at Stirling – how will receiving the funding help the students?
* Breakdown of costings for the project
  + Include hyperlinks and details of where different purchases are from, along with alternatives places to purchase if possible.
  + If a price is particularly high, then tell us why.
  + Detail whether you have received or are pursuing other sources of funding – a project is more likely to be successfully funded if various funding sources have been considered.
* Who will benefit from the project?
  + Provide a clear explanation of how the project will benefit a broad range of students, including various groups within the student community. Include a projection of the expected number of beneficiaries, both direct (e.g., participants) and indirect (e.g., future students or community members).
  + Detail the specific group or category of students who will benefit, such as student clubs, societies, or academic groups. Focus on larger communities within the University and provide a precise estimate of how many students will be impacted.
  + Estimate the number of students who will benefit from the project. Since main grants support larger initiatives, projects that have a broad impact across the student body or involve multiple student groups are encouraged.
  + Explain how the project will offer sustained benefits, such as ongoing student engagement, continued community involvement, or enhanced contributions to the University's reputation.
* Clear outline of a project timetable
  + How long will the project last overall? What will happen in each month/week?
  + Why is this the timescale? Is there a particular reason why the event/project is happening at this time?
* How will the project be publicised?
  + Will physical promotion be used?
  + How will social media be used? What platforms? How regularly?
  + How will photos be used? Will video be used?
  + Will there be a need for promotion by the Student Union and/or University? If so, how will this be organised?
* How will you keep the Development and Alumni Relations team up to date?
  + Is there an event you would like any of the team to attend?
  + How will a report be produced afterwards?
  + Will the project’s output have a direct effect on the University as a whole?
* How will you recognise the *Vice-Chancellor’s Fund* as a supporter of your project?
  + There are specific icons that can be included in both print and digital materials that will be given to successfully funded projects. Have a think about where you could use these.
* References
  + If the project is student-led and part of the Students’ Union, it is recommended that the Activities and Volunteer Coordinator, Sports Development Coordinator, VP Communities or the Sports President be used.
    - It is also recommended that your application be looked at or discussed with the Activities and Volunteer Coordinator or Sports Development Coordinator before submitting (if applicant is a student associated with a club, society or sports team)
  + If available and appropriate, a member of University staff associated with the project would also be appropriate and recommended.
  + Ensure that your references align with your project's goals. If your project involves resources from a different department, such as estates or sports, remember to obtain a reference from that department. This will enable them to understand your project's requirements and provide appropriate assistance.

**USEFUL CONTACTS**

Relevant academic staff may also be interested in hearing about your project. For example, speaking to Arts and Humanities if heritage and culture are a focus of the project.

**STIRLING STUDENTS’ UNION**

Union President ([president.union@stir.ac.uk](mailto:president.union@stir.ac.uk))

VP Communities ([communities.union@stir.ac.uk](mailto:communities.union@stir.ac.uk))

VP Education ([education.union@stir.ac.uk](mailto:education.union@stir.ac.uk))

Sports President ([sports.union@stir.ac.uk](mailto:sports.union@stir.ac.uk))

**ESTATES AND CAMPUS SERVICES**

[ECSAdmin@stir.ac.uk](mailto:ECSAdmin@stir.ac.uk)

Please submit your application to [alumni@stir.ac.uk](mailto:philanthropy@stir.ac.uk).

**Please see the** [***Vice-Chancellor’s Fund***](https://www.stir.ac.uk/about/our-people/alumni/support-stirling/thank-you/vice-chancellors-fund/) **webpage for closing date**