**Edinburgh University Sports Union Alumni Fund Application**

**The Alumni Fund**

The Alumni Fund will be open for applications throughout the academic year, with applications being reviewed on a 6-week rolling basis. Clubs will be notified of their alumni fund balance at the beginning of each Semester, if you would like to know your club’s alumni fund balance, you can also get in contact with [eusu.partnerships@ed.ac.uk](mailto:eusu.partnerships@ed.ac.uk) at any time.

The Alumni Fund Committee will meet every 6 weeks of the academic year to review submissions and release funds to clubs. Funds will be released to clubs who have provided an application which meets criteria as assigned below.

**The criteria for fund allocation**

1. Individual Club funds will be released following a successful application to the alumni fund panel. Applications should demonstrate how the fund can facilitate club development, legacy building initiatives, or improving club performance and accessibility. Where a project is on-going it should be viewed as a source of “start-up” funding only.
2. Examples of accepted applications for funding include:

* Large equipment purchases
* New facilities and facility access
* Subsidising coaching & training programmes
* One-off training sessions
* Performance or development programmes

1. Examples of unsuccessful applications include projects that only benefit a small subset of members and are inaccessible to the wider club, such as subsidising social events for exclusively for current members
2. The Alumni Fund Committee will consider each application based upon adherence to the following criteria:

* Tangible and long-lasting benefit to the club
* Legacy to the club in terms of student experience and sporting opportunity
* Clear spending timeline and reporting structure of all spend to EUSU
* Full engagement with Development & Alumni (D&A) and EUSU with content, imagery and reports on spend

All successful awardees must produce a short alumni fund report after their project is complete, along with other follow up material as agreed with the Alumni Fund Panel (this includes but is not limited to social media posts, and appearing in Sports Union promotional material).

The Sports Union reserves the right to withhold a portion (up to 50%) of any awarded funds until the club has fulfilled their agreed follow up engagement obligations.

**Application Process**

Applications will be accepted in writing with the below application form and sent to [eusu.partnerships@ed.ac.uk](mailto:eusu.partnerships@ed.ac.uk). Applications may be submitted at any time and will be assessed at a panel with the following representatives, which meets every six weeks.

* Sports Coordinator – Communications & Events
* Development and Alumni Representative
* Sports Union Honorary Treasurer
* Sports Union Partnerships and Alumni Officer
* Sports Union Media Officer

Clubs will be given feedback and informed of the panel’s decision within 5 working days of the committee review.

For any further information or any questions please contact [eusu.partnerships@ed.ac.uk](mailto:eusu.partnerships@ed.ac.uk)

**Application Form**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Club Name: |  | | | |
| Date of Application: | |  | |
| Total Financial Request from Individual Club Alumni Fund:  *If applicable.* | | |  |
| Current Individual Club Alumni Fund balance and income for 2024/25:  *Leave blank if unsure.* | | |  |
| Please attach a copy of your club budget for the current academic year with your application | | |  |

**All questions must be answered to complete an application form:**

1. Please provide a short outline of your request (min 100 words)
2. What is the breakdown of your projected spend, including supplier quotes where available (please attach separately if required)?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Item | Quote 1 | Supplier | Quote 2 (if applicable) | Supplier | Quote 3 (if applicable) | Supplier |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| *Please underline chosen items, and insert rows above if required.* | | | | | Total Cost: |  |  |

1. What will the tangible and long-lasting benefits to your club members and EUSU be? Examples include improved student experience, club development and performance
2. How will you communicate your spending to alumni on a successful application, and how will you encourage future donations to provide additional opportunities for your club?
3. How will you encourage future donations to provide additional opportunities for your club?
4. How will you work with EUSU and within your club to ensure the security and longevity of your items (if purchasing equipment)?
5. Security
6. Longevity

*D&A/EUSU may produce promotional content around alumni funds - are you willing to be featured?* YES/NO

|  |  |  |  |
| --- | --- | --- | --- |
| **Club President** | | **Club Treasurer** | |
| Name: |  | Name: |  |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |

Alumni Fund Panel Use Only

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Funds Awarded** | | | | | |
| Individual: | Yes/No | Amount: |  | Date: |  |
| Any conditions on funds release: | | | | | |
|  | | | | | |
| Any other comments: | | | | | |
|  | | | | | |

**Please complete your impact report and email to** [**eusu.partnerships@ed.ac.uk**](mailto:eusu.partnerships@ed.ac.uk)

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| --- |
| **Impact report on the value of the purchase to your club:** |
| How have your club members benefitted from your use of alumni funding? |
|  |
| What initiatives for alumni engagement and fundraising have you implemented? |
|  |
| **Please include 1-3 photos of your purchase in use during club activity for D&A/EUSU to use in promotional content** |