Alumni Innovation Grant guidelines and criteria

Who is eligible to apply?

Applications are welcome from all areas of the College including students, academic staff and professional support staff.

Application criteria

Applications that meet the following criteria will be considered for funding:

- Offer the widest possible benefit to Birkbeck and its students, academics, departments, or the broader community.
- Support the maximum number of students possible.
- Within a budget of £5,000
- Require only one-off funding or have a good chance of sustainability through support from non-Alumni Innovation Grant sources in future years.
- Funding will be spent in full by the end of 2017/2018

What types of projects will be considered for funding?

- Innovative pilot projects, or new initiatives, that would meet the above criteria.
- Projects that meet the College’s agenda for widening participation, retention and recruitment.
- Events with a clear educational purpose, rather than social events.

Please note: projects containing a research element should explore the possibility of doing this internally, rather than using external consultants.

What types of projects will not be considered for funding?

- Projects eligible for funding from existing sources (e.g. research grants; student financial support).
- Applications seeking funding for regular departmental activity (course related fees or staff costs).
- Retrospective funding for projects already completed.
- Projects which require recurrent or repeat funding from the Grant in order to continue. If recurrent funding is needed, applicants should clearly state how they plan to fund the project in the future and how the project is sustainable without repeat funding from the Alumni Innovation Grant.

What to include in your application?

- Explanation of the project and how it meets the Grant criteria (two sides of A4 max)
- Duration of the project, including start and finish dates.
- Clear budgets with costs breakdown (incl VAT). If applying for partial funding please include details about other funding sources, including amounts.
- Information on how the support will be recognised in your publicity materials
- Authorisation from the Head of the Department/School.
- Include all supplementary documentation in the application form. Incomplete applications and attachments will not be considered.

Who decides how the grants are allocated?

The Student Experience and Widening Participation Committee (SEWPC) make the final decision on how the funds are used, with recommendations from the Alumni Innovation Grant Disbursement Committee (AIGDC). Members of AIGDC are:

- College Dean, Dr Kate Mackenzie Davey – Chair
- Head of Development and Alumni, Chris Murphy
- Assistant Academic Registrar, Scott Miller
- Development and Alumni Manager Luisa Staley – Committee Secretary (supported by Tara Millington, Regular Giving Officer)
- Head of Communications, Julia Day
- Student representative
- Academic representative

Please read the Terms and Conditions before submitting your application to read about what is expected of successful applicants.