

# UNIVERSITY OF READING CENTENARY PROJECT GRANT SCHEME

## Application Guidance

### About the University of Reading Centenary Project Grant Scheme (the “Grant Scheme”), including how and when to apply.

The University of Reading will celebrate the 100-year anniversary of the granting of its Royal Charter on 17 March 2026. The Centenary Project Grant Scheme has been established to support and enable members of our University community to plan and deliver activities and projects that mark and celebrate this milestone anniversary.

### Key criteria

You can apply for a grant to support a project or activity that will celebrate the centenary with staff, students, alumni and/or members of our local community or stakeholders. Each project or activity should aim to showcase our past, current and/or future impact and thereby increase the profile of our research, education or reputation locally, nationally or internationally. Ideally, each project or activity will create a tangible or intangible legacy, which will benefit our community.

Applications should:

- demonstrate clear and achievable goals in relation to the above. Include a clear budget breakdown that shows you are applying for an appropriate amount of money to deliver your project/activity (see below for link to guidance on events). Ask for what you need rather than the maximum amount. Successful projects will demonstrate there is value for money.

Additional points to note:

- The Grant Scheme is intended to provide an opportunity for colleagues and students across the University to develop their own ideas to celebrate or mark the University’s Centenary year which will be in addition to a centrally organised programme of activities which will be announced soon.
- Ideas need not only be for brand new initiatives; enhancements and/or scaling up/broadening of existing projects/activities will also be considered.

### Who can apply?

This Grant Scheme is open to:

- Employees of the University of Reading. This includes anyone with a substantive employment contract at the University of Reading, regardless of grade or role, as of the date of the application deadline. It includes those on fixed term contracts; and
- Students of the University of Reading. This includes anyone studying at undergraduate or postgraduate levels, regardless of subject or length of course; and
- Alumni of the University of Reading, provided they work with an employee or student of the University as defined above.

It is our preference for applications to be made by a minimum of two University employees or students jointly; to allow for the continuation of the project should one student or employee be unable to continue with it (temporarily or permanently) or cease to be an employee or student of the University.

## **How much money is available and how much can I apply for?**

A total sum of £250,000 is available to award. There is no minimum amount of funding that can be applied for. Although the emphasis of the Grant Scheme is to provide a good number of one-off, smaller awards for activities or projects (in the region of £1,000 - £5,000). There is the capacity for the Grant Scheme to make a small number of larger awards, where the Selection Panel feels a more significant sum will facilitate a larger activity or project, involving a greater number of people, with demonstrable value for money and significant impact.

Please see below restrictions on what won't be funded, noting in particular, that this includes University staff salaries.

## **What won't we fund?**

The aim of the Grant Scheme is to fund projects and activities which celebrate or enhance the marking of the University of Reading's Centenary. We will not normally provide funding for:

- Activities or projects that seek to promote religious or political beliefs.
- Activities that seek to further the interests of standard for profit organisations.
- Salaries of staff, although grants, or part thereof, may be used by a successful applicant to engage a person or persons to provide services on an ad hoc basis.
- General running costs of a building or organisation.
- General running costs of projects or activities already undertaken by the University of Reading.
- Activities or projects that do not sufficiently demonstrate how the outputs of the project/activity will further the University's charitable objectives of advancing education, learning or research
- Projects or activities that do not align with the University's Royal Charter or policies including but not limited to non-discrimination and freedom of speech.
- Projects or activities that may damage the University's reputation.
- Any activities/projects where profits will be generated from the grant.

## **Application process**

- The Grant Scheme will run a single round of applications.
- The Grant Scheme will open for applications from Monday 30<sup>th</sup> September 2024.

- Applicants will only be considered if they have fully completed and submitted the application form provided.
- You will be required to obtain Head of School/Function approval.
- The Grant Scheme will close to applications at midnight on Friday 8th November 2024.
- A due diligence process will be carried out by representatives from the Vice Chancellor's Office. Applicants may be asked to provide further or better particulars following due diligence.
- A Selection Panel will meet in November 2024 to assess all applications.
- Some applicants, particularly those requesting larger sums of money, may be required to attend an interview with the Selection Panel.
- Applicants will be notified in writing of the Grant Scheme awards within a month of the scheme closing for applications and funds will be disbursed upon written acceptance of the award.
- Successful applicants will be solely responsible for the delivery of their project, any support from other teams within the University must be agreed with that team in writing and in advance of applying to the Grant Scheme.
- Successful applicants will be required to agree to and sign an award agreement to confirm that they will adhere to the following (non-exhaustive) requirements:
  - Allocate the funding in accordance with the application;
  - Assign any Intellectual Property Rights in any results and reports that arise out of the project to the University;
  - Provide evidence of expenditure in the form of accounts and receipts;
  - Agree to the reporting obligations imposed by the University;
  - Allow the University the right to audit any accounts;
  - Repay the funds should (i) the funds not be spent in accordance with the application and budget breakdown (ii) the project not be carried out diligently and in accordance with the proposal (iii) there be no discernible advancement to education, learning or research;
- Funds allocated should be spent and the project delivered in the calendar year ending 31<sup>st</sup> December 2026.

## **How can I increase my chance of success?**

We are more likely to fund an application if it:

- Avoids direct duplication of centrally organised events or initiatives;
- Has a clear itemised budget;
- Has a clear resourcing plan showing who / which group of people will manage and deliver the project from end to end;
- Is clearly explained in plain English within the word limits of the application form;
- Offers value for money;
- Creates a clear and simple pitch for the Selection Panel;
- Clearly sets out how the project will:
  - Celebrate or mark the centenary anniversary;
  - Create a legacy which will benefit our students, staff, alumni or local community;
  - Support the University's strategic principles of Community, Excellence, Sustainability and Engagement;
  - align with the University's charitable objectives of the advancement of education, learning and research

- For applications with an events element:
  - Reflects and follows University guidance on events planning and promotion. <https://www.reading.ac.uk/events/events-team/events-guide>;
  - Avoids clashes with other key events activity already planned <https://eventnotificationportal.reading.ac.uk/#/organizer/calendar>;

## Who will decide if my application get funds?

A Selection Panel, comprised of the below listed representatives will decide on the award of funding:

- The Vice-Chancellor
- A representative from the Reading Students' Union
- A representative from Professional Services staff
- An academic member of staff and
- A representative from External Relations

All awards are made at the sole discretion of the Selection Panel, their decision is final and not subject to appeal.

## Accounting requirement

The University will require evidence that the funds awarded under the Grant Scheme have been spent according to the agreed budget and application.

If the details of the approved application change subsequent to funds being awarded, the project leaders are required to inform the Vice Chancellor's Office [vc@reading.ac.uk](mailto:vc@reading.ac.uk) of the proposed change, in writing, any significant changes will be subject to review and approval by the Selection Panel.

Funding will either be transferred to a restricted Project Code and subject to audit in the normal way in accordance with University policies and procedures or will be disbursed to students via the Reading Students' Union.

## Reporting requirements

All recipients of awards will be required to complete a short project report at the end of their funding period. A template will be provided for this. You may also be asked to engage with VCO/External Relations in preparation of internal and external communications to promote the project and the scheme more generally and be involved in broader communication activities relating to your project and supply photographs as required.

You will be required to account for the expenditure of the funding allocated to you to the University's satisfaction.

## Withdrawal of funding

The University may, in its absolute discretion, at any time;

- Vary the amount of funding available under the Grant Scheme and/or withdraw the availability of the Grant Scheme entirely.
- Change the eligibility criteria or other terms and conditions of the application process.

## **Misuse of funds**

The University reserves the right to seek repayment of any funds allocated to a particular project should:

- A successful applicant not spend the funds in accordance with the agreed budget and application.
- The project not be carried out diligently and in accordance with the proposal.