

Student Ideas Fund Guidelines

What is the Student Idea Fund?

The Student Ideas Fund is an exciting collaboration between the University, Leeds University Union and you – our students. Partnership is core to our mission, and we want to build, support and deliver the student experience together.

Whether you have just the seed of a concept or a fully-fledged idea, you will be guided through the process and ideas fitting the aims, will be supported to fruition. There is grant funding available ranging from £500 to £5000, if financial support is required.

Here are the five **aims** of the Student Ideas Fund:

- 1. To improve the student experience**
Is there something the university could be doing but isn't? Can you identify a gap in the current provision which will be of real benefit to all students, or a specific group of students?
- 2. To build a sense of belonging**
Creating and delivering an event, activity or project to enrich the student experience, build a positive culture and sense of belonging for you and other students.
- 3. To strengthen ties with local communities**
Creating and delivering an event, activity or project in collaboration with, and to the benefit of, communities local to the University of Leeds
- 4. To promote sustainability in new and innovative ways**
Ideas, activities, events or projects that support the University's strategic approach to sustainability and its role in delivering the UN Sustainable Development Goals.
- 5. To share knowledge and skills within or outside of the University in new or innovative ways**

What we cannot fund:

1. Donations to charitable/ religious and/or political organisations
2. Training/courses solely for personal development
3. Travel and transport for the applicant's sole benefit
4. Costs related to international volunteering
5. Conference fees
6. Gifts, incentives to take part in events and cash prizes
7. An idea which is linked to any module/course requirement as part of your own studies for which you'll gain academic credit
8. An idea from which the applicant will make personal financial gain
9. Ideas that are not aligned with the University of Leeds [the strategies and values](#)
10. Repeat applications will be considered but a recurrent idea/event/project must involve a new cohort of students and beneficiaries.

Eligibility: All current University of Leeds students, of any level of study, are eligible to apply. You can apply as an individual or as part of a group, LUU Club or Society. We cannot accept applications from staff members on behalf of students.

Application Process

- Applications open at the start of Autumn Semester and remain open until the end of the Spring Semester. For exact dates please see the website. Outside this time, during the summer months, students can contact the team at the email address studentideasfund@leeds.ac.uk for support.
- You can apply through the website by completing an online application form. A downloadable word copy of the application form questions is available for you to prepare and draft your application before completing the online form. Students who have an idea in the early stages and would like to discuss this more with the team, can complete a short form to request a meeting
- Once submitted, you will receive an acknowledgement from the team and an invite to a coaching meeting to talk through your idea in more detail. ***The meeting is a compulsory part of the application process***
- If your idea requires some development, networking or matching with a specialist, the team are here to support you and will make those next steps with you.
- If your idea application is complete and you have had a coaching meeting with the team, then your application will be put forward to a panel meeting for review
- You will hear within 1 weeks of the panel meeting as to the outcome
- If your application is unsuccessful, we will provide you with feedback and you are welcome to reapply, if appropriate

Panel Meetings

The Student Ideas Fund panel are members of staff from the University of Leeds, Leeds University Union and will meet monthly throughout the academic year, when there are applications to consider. There are also a team of specialists who will offer advice and support depending on their area of expertise as fits the subject matter of the idea application.

Payment of Grant Funds

- If the application requires grant funding and approval is given by the panel, then the Student Ideas Fund Coordinator will liaise with you to make the payment as quickly as possible
- Grants can be from £500 up to £5,000 and must be evidenced with a detailed budget in the application form.
- The funds will be disbursed in a timely manner; however, we recommend applying as early as is possible in order to avoid any delays in receiving the required funding.

Impact & Evaluation

- Demonstrating the impact of the fund is crucial. It is **compulsory** to complete an Impact & Evaluation report to demonstrate the difference the idea has made to the benefactors.
- If you are part of a student group, Club or Society and you do not complete an Impact Report the Student Ideas Fund will not fund any applications from the group for the following year

Contact the Student Ideas Fund team at studentideasfund@leeds.ac.uk