**The 125 Fund: Application guidance notes**

**Purpose**

In an effort to enhance student’s employability and help you to achieve your full potential, the University of Westminster, with generous matched-funding from The Quintin Hogg Trust, is offering a number of grants for current students.

The 125 Fund supports all kinds of projects, as long as they benefit your personal/professional development and/or employability. You could apply for a grant to attend an overseas conference, purchase a piece of equipment to help with your course, develop that business idea you’ve been working on… it’s completely up to you.

You are encouraged to apply for the relevant amount required for the specific activity, project or piece of equipment within the range of £150 to £1,500.

**Please note:** This is an opportunity fund and will **not** provide funding for general living expenses or tuition fees. We are also unable to award grants for laptops/Apple Macs unless in exceptional circumstances.

**Eligibility**

In order to be eligible to apply for a 125 Fund grant, you must be a **current** University of Westminster student, studying in London, on a full or part time undergraduate or postgraduate (research and taught) course.

**Deadline and how to apply**

The deadline for applications is midnight on Sunday 28 January 2018.

To apply, please complete the application form that will appear on this page on 3 January: [www.westminster.ac.uk/study/current-students/support-and-facilities/the-125-fund-awards](http://www.westminster.ac.uk/study/current-students/support-and-facilities/the-125-fund-awards).

When explaining what you are applying for (max 500 words) you will clearly need to outline:

* What the project or activity you require funding for is
* What the funding will cover (with full breakdown of costs)
* How the funding would benefit your professional or personal development
* Your financial need for this award

**What happens next?**

Successful applicants will be contacted by the Development and Alumni Relations Office at the end of February.

If you are successful, you will be required to:

* Attend an award ceremony on Tuesday 13 March, 5.30pm – 9pm
* Submit a report (with photos if possible) about your project or activity by 1 August 2018

**Please note:** the number of applications will exceed the amount of funding available therefore regretfully not all applications will be successful. In addition, due to the high volume of applications expected we are unable to provide individual feedback to applicants.

**The 125 Fund: Application FAQs**

**How do I apply?**

You will be able to make your application from 3 January until 28 January 2018. For more information, please visit <https://www.westminster.ac.uk/study/current-students/support-and-facilities/the-125-fund-awards> and check back on 3 January, where the application form will be live.

**Can I put in more than one application?**

We would advise that you make only one application for funding.

**What kind of projects can I apply for funding for?**

It’s an opportunity fund, so it really is up to you. On the application form we make suggestions of: conference, workshop or training; equipment; internship or work placement costs; research project; sport or society costs and social enterprise projects. But you don’t have to pick out of these categories, it can be anything which contributes to your personal or professional development and ultimately increases your employability.

**What will not be considered for funding?**

* General living expenses such as rent, food and tube costs will not be accepted for funding.
* Tuition fees will not be considered for funding.
* Applications for laptops/Apples Macs will not be considered for funding unless in exceptional circumstances

**I’ve had funding in the past, can I apply again?**

Yes

**Who can apply?**

All University of Westminster students, studying in London, on a full or part time undergraduate or postgraduate (research and taught) course.

**My project has received funding from another source. Can I apply to The 125 Fund too?**

Yes, if you can combine funding from another source this makes our funding go further, which is great news.

**What is the maximum grant available?**

£1,500

**Can I apply for a grant to help my dissertation or PhD research project?**

Yes, you can apply to The 125 Fund for costs related to your dissertation/PhD research project as this would come under the criteria of developing a project which is relevant to your studies. However, the funding would need to be for something directly related to your project, not to cover general living costs whilst you undertake your dissertation.

**Can I apply for funding to do an overseas placement?**

Yes, funding for placements abroad is something which would eligible for funding from The 125 Fund as it would come under personal/professional development.

**Where is the funding coming from? What is The 125 Fund?**

The 125 Fund is the result of donations from alumni, friends and staff who wish to enhance the student experience at the University of Westminster. The 125 Fund is in its second year, and last year awarded over £70,000 to 92 students. The bulk of the funds have been raised through fundraising telephone campaigns employing students to call alumni, but we also receive donations as a result of meetings, events, emails and social media appeals. The Quintin Hogg Trust have generously pledged to match all donations to The 125 Fund up until 31 July 2018, so all donations we receive this year to have been doubled.

**Are there any conditions attached to the grants?**

* You must attend The 125 Fund awards ceremony on 13 March 2018, where you will be able to meet donors who have contributed to The 125 Fund.
* You must use the funds provided by 1 August 2018.
* You must produce a written report by 1 August 2018 to update the Development and Alumni Relations Team and donors on how your money has been spent.
* Should your project fall below budget, any funds left must be returned to The 125 Fund unless agreement has been explicitly given by the Development and Alumni Relations Team.
* You will be expected to take part in occasional activities and events involving donors to help demonstrate how their gifts are making a difference.
* We ask that you include information about The 125 Fund in any publicity related to the project (including internal publications).

If you need any further information about The 125 Fund, please contact the Development and Alumni Relations Office by email [**development@westminster.ac.uk**](mailto:development@westminster.ac.uk). Please note the office will be closed 22 December – 2 January.

Good luck!