Enterprise Fund 2020

**Guidelines for Applicants**

**Please read the following guidelines carefully before making an application. Consideration will only be given to proposals that meet the application criteria.**

**What is the Enterprise Fund?**

The Enterprise Fund supports enterprise and entrepreneurship initiatives developed by University of Liverpool undergraduate and postgraduate students. It offers financial support to students who are running their own innovative projects, seeking help to fund training courses or even funding to travel to enterprise competitions or conferences.

If you are an undergraduate, postgraduate student or recent graduate (within the last year), you can apply for funding of up to £500 to support a career-enhancing initiative.

**Eligibility**

To apply, you must be a registered undergraduate or postgraduate student at the University of Liverpool. Recent graduates who graduated within the last year can also apply.

One successful application can be submitted per year.

**How do I apply for funding?**

To apply, you can complete the Enterprise Fund application form at the end of this document. You can submit your application form via email, by emailing Anna Tagliapietra: [Anna.Tagliapietra@liverpool.ac.uk](mailto:Anna.Tagliapietra@liverpool.ac.uk) or returning your form to Anna Tagliapietra, Alumni Engagement Assistant, Victoria Gallery and Museum, Ashton Street, Liverpool, L69 3DR.

Applications for this round of funding will close Friday 17 April**.** Applications submitted after this date will not be considered.

When completing your application please consider the following:

1. Why do you require the funding?
2. What impact will your idea/proposal have?
3. Who will benefit from your idea/proposal?

**As part of your Supporting Statement, you will be asked to attach a breakdown of costs for your idea/proposal. A breakdown of costs will include the different elements which make up the total cost of your idea/proposal.** For example, if you are looking to fund a business idea, you should think about your start-up costs, which can include but are not limited to market research, suppliers, transportation and business support.

**If you are wanting to fund a training course or travel to an enterprise activity, you should note these costs as well as the sources you used to check pricing** e.g. links or screenshots of webpages.

**If claiming travel costs you should ensure that the most cost effective option is selected, use a rail card (if applicable) and travel at off-peak or on standard class tickets.**

**What will the Enterprise Fund support?**

The Enterprise Fund has been established to support students with enterprise and entrepreneurship ideas. This can range from providing funding for training courses to develop skills; seed funding for developing a business idea; or funding for travel to enterprise competitions or conferences.

The Fund **will not** support core programme requirements such as work placements which are a compulsory part of your studies.

Funding **will not** be awarded to cover retroactive costs.

**How will I know if my application has been successful?**

The Alumni & Friends Disbursement Board will hold their inaugural meeting in **early May 2020**. You will be advised on the outcome of your application within one week of the Disbursement Board meeting. The Board’s decision is final. Funding that is not claimed within three months of an award being made will lapse, unless a prior arrangement has been made with the Development & Alumni Relations team.

**Conditions**

Successful applicants will be responsible for meeting the following conditions:

* Funding must be used for the purpose awarded
* Awards must be used **by the end of the year, December 2020** or returned to the Enterprise Fund
* Completion of an end of Project Report Form including a breakdown of expenditure, must be submitted to the Alumni Engagement Assistant on completion of the project. Any under-spend must be returned to the Enterprise Fund
* Successful applicants must acknowledge the support of the Enterprise Fund whenever their project is mentioned through University literature and/or events where appropriate
* Upon successful completion of your project or idea, applicants will be required to share their story, for example through a poster presentation, written report, student profile or news article, telling us how your idea benefitted from receiving the award.

**For further information please contact:**

**Anna Tagliapietra**

Alumni Engagement Assistant

Development & Alumni Relations

University of Liverpool

Victoria Building

Ashton Street

Liverpool, L69 3DR

Phone: 0151 795 4369

Email: Anna.Tagliapietra@liverpool.ac.ul

Enterprise Fund 2020

**Application Form**

**Please refer to the guidance notes before completing this form**

##### Forms should be typed or handwritten clearly in black ink

|  |  |  |  |
| --- | --- | --- | --- |
| Full name (include title) |  | | |
| School/Department |  | | |
| Full Programme Title |  | Year of study |  |
| Email (Please include your university email and your personal email) |  | Phone number |  |
| Country of residence |  | | |
| Do you receive the Liverpool Bursary? |  | | |
| Name of proposal/idea |  | | |
| Are you applying as an individual or as part of a group? *If a group please list members and lead contact* |  | | |
| Describe your idea/proposal *(No more than 100 words)* |  | | |

|  |  |
| --- | --- |
| **Provide a supporting statement**  *(No more than 500 words)* | *Think about the benefits of your idea, any risks and timescales. Please attach a detailed breakdown of costs at the end of this application.* |
| **How would your idea/proposal benefit from the funding?**  *(No more than 300 words)* |  |
| **What impact will your idea/proposal have?**  *(No more than 400 words)* | *For example, if your idea is a social enterprise what impact would your idea have on the wider community?* |
| **What skills and experience can you bring to ensure the success of your idea/proposal?**  *(No more than 300 words)* |  |
| **Have you received any other funding towards your idea/proposal?**  *If yes, please provide details* |  |
| **How did you hear about the Enterprise Fund?** |  |

**To be completed by applicants:**

Signed………………………………………………………..

Date…………………………………………………………..

Print Name………………………………………………….

Please add any comments or clarification:

**Please email completed forms to:** [Anna.Tagliapietra@liverpool.ac.uk](mailto:Anna.Tagliapietra@liverpool.ac.uk) **by 17 April 2020.**

**Or return to:**

Anna Tagliapietra  
Alumni Engagement Assistant

Victoria Gallery and Museum Building

Ashton Street

Liverpool

L69 3DR