



The UCC Alumni Fund – Guidelines for Application

Last updated 20.12.2024

Introduction

The UCC Alumni Fund was launched in 2022 to support projects that enhance the student experience. Any current student, representative of the UCC Students' Union, or staff member representing a body of students is eligible to apply in support of initiatives that will have broad impact for a group(s) students or the entire UCC student body.

“The student experience” comprises academic, social and personal dimensions. It includes the extracurricular activities, campus life and diverse support services which contribute to students' well-rounded UCC journey.

Applications are now being accepted for project grants for the 2025-2026 academic year. Please review the project criteria below and consider the following before making your application:

- Applications should be thorough, detailed and specific in how the project will enhance the UCC student experience. The more information you provide, the better.
- Applications for larger scale projects (grants exceeding €2,500) must include a detailed budget breakdown. Quotes may be requested for grants of exceptional amount.
- It is advised that students discuss your project planning with a member of UCC staff or the UCC Students' Union before applying.
- The number of projects approved in a given application cycle will be dependent on various factors including but not limited to the number and impact of applications received, the amount of funding requested, and the balance of the fund at time of application.
- Projects may be approved for a reduced amount of funding than originally applied for.

Criteria for Projects

All grant applications are reviewed by a committee and submitted for approval to the Cork University Foundation board.

To be awarded funding, projects must demonstrate that they will enhance the student experience across the wider student body, benefitting current and future generations of students and making UCC an even better place to live and study. Projects will be awarded funding on the condition that a proposal outlines how the student experience can be enhanced in a way which incorporates careful planning and a thorough risk assessment.

The committee assesses applications based on a range of criteria including, but not limited to:

- Projects should make a real and tangible difference to students.
- Projects should be transformational in nature, meaning they are innovative and potentially change the way that a certain area or topic is approached at the university.
- Projects should support a one-off initiative or start-up costs for a recurring initiative that can be repeated without UCC Alumni Fund funding.
- Projects should support a group(s) of students or the entire UCC student body.
- Projects cannot support individual requests for maintenance fees, scholarships, prizes, etc.

The committee **will consider** supporting projects in the following areas, provided they meet the stated criteria above:

- Student-led extra-curricular, academic or research activities.
- Club or society projects.
- The provision of equipment.
- Projects that promote student safety, well-being, and/or equality, diversity and inclusion.
- Events that are open to the wider UCC community or beyond, or that demonstrate clear and significant benefits to the UCC student body.
- Campus space furnishings, provided they are to be utilised by and to enhance the experience of the wider student body.
- Trips abroad that demonstrate clear and significant benefits to the UCC and student community.

The committee **will not** consider:

- Projects that commit the UCC Alumni Fund to recurrent funding.
- Activities, equipment, initiatives, events, etc. that only benefit one student or a small, restrictive group of students.
- Staff, capital or building costs.
- At this time, the committee will not consider projects that involve fundraising events or initiatives, pending further review.

Conditions of receiving funding

All project leaders **must** agree to and sign the **UCC Alumni Fund Grant Terms and Conditions**, which lay out requirements and encouraged actions by the project stakeholders in order to support the enduring health of the UCC Alumni Fund. The terms include:

- Providing a written report on the progress or success of the project and how the award has assisted them, including images and quotes from students impacted.
- Expenditure, or finalised expenditure plans, must take place within 12 months.
- Projects must adhere to all UCC policies and, where applicable, all UCC Club/Society policies.
- A succession plan must be provided should the project leader be unable to fulfil their responsibility for the project for any reason.
- Promotional activities including a photoshoot, displaying UCC Alumni Fund branding on materials, and sharing on social media that the project received UCC Alumni Fund support.

Student project leaders **must**:

- Be enrolled in the current academic year.
- Have a plan to spend the funds before you cease to be a student, or a succession plan.
- Provide a staff sponsor/referee, who endorses the project and can help to ensure proper financial governance through their departmental cost centre.
 - *The sponsor/referee may be a UCC Students' Union Sabbatical Officer*

Enquiries

Learn more about the UCC Alumni Fund, including past examples of projects and a sample application at alumni.ucc.ie/alumni-fund.

If you have questions about the UCC Alumni Fund or the application process, please contact Matt Hamilton in UCC Alumni & Development at matt.hamilton@ucc.ie.