



The UCC Alumni Fund - Conditions of the Grant

The UCC Alumni Fund is a singular opportunity at University College Cork to support urgent and transformational projects that would not otherwise receive state funding but enrich the UCC student experience. To sustain the health of the fund for future projects, UCC Alumni & Development and Cork University Foundation must ensure granted projects are carried out in a timely and effective manner and must fundraise for the UCC Alumni Fund by promoting it to our community of alumni and donors. To do this we need to highlight the positive impact of the fund and projects it supports.

As such, UCC Alumni & Development and Cork University Foundation ask that successful applicants adhere to the following reporting and promotional guidelines for the granted project:

Governance and Reporting:

1. Successful applicants must provide a report on the progress or success of the project and how the award has assisted them within three (3) months of grant receipt. These reports and any other materials will be used in governance, future publicity of the UCC Alumni Fund, and for reporting back to donors. This will be followed up by the Alumni & Development Team if reports are not received on time. Please let us know if an extension is needed. Reports shall be sent to foundation@ucc.ie, and must include:
 - a. a brief written progress update (200 words),
 - b. a minimum of three (3) high-quality images,
 - c. endorsements/quotes from students who have benefitted from the experience,
 - d. where appropriate, evidence of the award such as posters, leaflets, brochures, booklets, web pages, blogs and any other evidence of achievements with the UCC Alumni Fund icon used if possible (please refer to guidelines for promotion below).
 - e. An updated report may be requested upon completion of the project.
2. Expenditure, or finalised expenditure plans, must take place within 12 months.
 - a. Whenever possible, final invoices, receipts, or other proof of payments using grant funds should be shared with UCC Alumni & Development.
3. All projects must adhere to UCC policies and procedures:
 - a. <https://www.ucc.ie/en/policiesandprocedures/>
4. Projects being undertaken by or on behalf of a UCC Club must adhere to UCC Club policies:
 - a. <https://www.ucc.ie/en/sport/club-management/support/>
5. Projects being undertaken by or on behalf of a UCC Society must adhere to the UCC Societies Constitution and UCC Society policies:
 - a. <https://www.ucc.ie/en/societies/soc-supports/constitutionplansandpolicies/>
6. If the project leader is to leave UCC—regardless of whether the project is complete or not—they must notify the Alumni & Development Office and ensure an effective handover of the

project and reporting duties to another UCC student or staff member, coordinating any necessary meetings with the Alumni & Development Office.

7. All projects submitted by students must have a UCC staff sponsor or referee, who endorses the applicant as well as vouches for the validity of the project in terms of strategic import and impact on enhancing the student experience. The staff sponsor/referee will also be responsible for the grant funds, as they will be disbursed into their UCC departmental cost centre. *Note: The Sponsor/Referee can be a representative from the UCC Students' Union.*

Promotion:

8. All approved projects are subject to a photoshoot, where the project leader(s)—or a designated deputy—will be presented with a certificate that affirms the disbursement of the grant. The photos will be used in online stories about the UCC Alumni Fund, in the CUF's annual Philanthropy Impact Report, and to generally help raise the awareness of the project and the UCC Alumni Fund.
9. Wherever possible, UCC Alumni Fund icon, text, and QR code should be displayed on and regarding the finished project. For instance, on the entryway to the room, in promotional and presentation materials, in web pages, emails, and social posts about the project, etc. UCC Alumni & Development can provide you with art files, and the text should read:
 - a. *[Title of project] was funded thanks to the philanthropic support of alumni, friends, and staff of University College Cork. Learn more at alumni.ucc.ie/alumni-fund.*
10. It is encouraged that acknowledgement of the grant shall be posted on social media, such as tagging UCC Alumni & Development (see bottom of agreement) in any posts with about the project, using the hashtags **#UCCAlumniFund** and **#CorkUniversityFoundation**.

Project leaders should liaise with Matt Hamilton (matt.hamilton@ucc.ie) in UCC Alumni & Development to organise a visit on project progress or success, and with any questions.

Please sign below to indicate your acceptance of these terms and return to foundation@ucc.ie.

Project Leader:

Name:

Signature: Date:

Staff Sponsor: (if necessary)

Name:

Signature: Date:

Please follow UCC Alumni & Development on social media and tag our profiles below:



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