

Alumni Groups' David Peace Grant Scheme Terms and Conditions

The Alumni Groups' Grant Scheme offers Groups two opportunities each year to apply for a grant of up to £500 in support of an innovative Group activity to attract a new and diverse membership.

Eligible activities include:

- Events to attract new alumni to your group
- Outreach activities
- Group launch/re-launch

Grants will be administered by the Alumni Engagement Team, with applications being reviewed and granted by a review panel drawn from the [Networks and Volunteers Working Group](#).

In these terms and conditions, the following definitions apply:

The Grant - means the Alumni Groups' Grant Scheme

Recognised Alumni Group - means an Alumni Group that has signed the Memorandum of Understanding (MoU)

The selected Alumni Groups - means any recognised Alumni Group selected by the Alumni Engagement team to receive a Grant.

The University - means the University of Cambridge

Introduction

These terms and conditions are the only terms that shall govern the selection of recognised Alumni Groups to take part in the Grant.

An overview and guidelines of the Grant are contained in the document entitled 'Alumni Groups' David Peace Grant Scheme – Guidelines'.

In the event that there is conflict of terms between these terms and conditions and the document entitled 'Alumni Groups' David Peace Grant Scheme – Guidelines', these terms and conditions shall prevail.

All and any other terms and conditions (whether oral or written) not detailed or incorporated in these terms and conditions by reference are excluded.

The Alumni Engagement team will consider Grants based on completion of the application form by a recognised Alumni Group.

Each application will be submitted to the review panel, drawn from the Networks and Volunteers Working Group, who will assess the merits of each request in accordance with the application and selection criteria.

The Alumni Engagement team and the review panel are under no obligation to grant any Grants and reserve the right to decide in their absolute discretion how they select eligible Alumni Groups for the Grants and how they administer the Grant.

The headings contained in this document are included for convenience and shall not be interpreted to limit or otherwise affect the provisions of these terms and conditions.

The Grant

The Alumni Engagement team will present Grants to recognised Alumni Groups that meet the eligibility criteria detailed below.

The Grant must only be used by the selected Alumni Group for the purpose described in the application form, taking into account any feedback or specific conditions given by the review panel.

Application Process

Recognised Alumni Groups are required to submit an online application in accordance with the procedures set out in the document entitled 'Alumni Groups' David Peace Grant Scheme – Guidelines'.

An application must be personal to the Alumni Group making the application and not made on behalf of any other association/body.

Applications from several Alumni Groups collaborating on a single event or initiative may be considered if all Alumni Groups meet the eligibility criteria.

Recognised Alumni Groups are required to provide a full breakdown of costs in the application.

Eligibility

The Alumni Group must be a recognised Group of the University and have signed the Memorandum of Understanding (MoU). An exception to this requirement will be given to new Alumni Groups, in the process of being registered, but only if the group member submitting the application commits to the MoU being signed within three months of the date of the application. In these cases, any funds granted will only be paid when the signed MoU has been received by the Alumni Engagement Team.

Joint Oxford and Cambridge recognised Alumni Groups are eligible to apply for a grant. However, in certain circumstances, the amount granted may take into account the “shared” nature of the request and be scaled to cover only the Cambridge element of the costs, taking into consideration the potential opportunity for an equivalent contribution from Oxford.

An Alumni Group may only apply for one Grant every other calendar year.

Conditions of the Grant

The selected Alumni Group will endeavour to deliver the aims of the Grant detailed in their application form.

The selected Alumni Group will endeavour to respond to enquiries sent to them by the Alumni Engagement team on behalf of the review panel regarding the Grant.

The selected Alumni Group will complete a post-grant feedback form sent to them by the Alumni Engagement team.

Where a selected Alumni Group has been granted a Grant in support of an event, the Alumni Engagement team will ask the selected Alumni Group to submit an event summary and any pictures taken within two working weeks of the event.

Each selected Alumni Group agrees they will from time to time and at the request of the Alumni Engagement team provide feedback regarding the impact of the Grant and advice for future selected Alumni Groups.

Financial arrangements

The Grant will be granted to Alumni Groups whose application has been approved by the review panel.

The Grant can only be disbursed to an Alumni Group bank account. Grants cannot be disbursed to personal bank accounts, for example that of a committee member.

Grants will normally be processed within 30 days of the Group being notified of being granted the Grant.

In the unlikely case of a Grant not being used by the Alumni Group, due to unforeseen circumstances, for example the cancellation of an event, the selected Alumni Group will return the Grant to the Alumni Engagement team within 30 days.

The Alumni Engagement team reserves the right to request any expenditure not relating to the original reasons for the Grant to be repaid by the selected Alumni Group within 30 days.

Reputation of the University

The selected Alumni Group understands that they are required to act in an ambassadorial role for the University and that by accepting the Grant the Alumni Group shall not do anything that is likely to bring the University into disrepute through its actions.

The selected Alumni Group will not make any commitments on behalf of the University.

The selected Alumni Group will not do, say, act, fail to act or do any other thing that may damage the reputation or the goodwill of the University.

Submission

By submitting an application for the Grant, a recognised Alumni Group agrees and acknowledges:

That they have read, understood and agree to the Alumni Groups' Grant Scheme Guidelines document; and

That they have read, understood and agree to be bound by the Alumni Groups' Grant Scheme terms and conditions laid out in this document and has not relied on any other terms (whether oral or written); and

That any information provided by the Alumni Group as part of the application may be checked and verified by the University

The Alumni Engagement team confirms that any personal data submitted as part of the application will be held securely and used only for the purposes of participating in and administering the Grant.

Breach

The terms and conditions set out in this document shall constitute the terms of the agreement between the University and the selected Alumni Group. If the selected Alumni Groups fails to comply with any of the terms and conditions they will be required to pay any Grant money received back to the Alumni Engagement team in full within two months.

Variation

The University reserves the right to amend these terms and conditions at any time prior to the attribution of the Grant.

Force majeure

The University reserves the right at any time and from time to time to modify or discontinue, temporarily or permanently, this Grant with or without prior notice due to reasons outside its reasonable control.