



THE HARBUTT FUND TERMS AND CONDITIONS

Successful recipients are subject to a number of conditions, detailed below.

- **Recipients must be a current registered student both at the time of application and at the time of the activity the funds are to support.**
- If, by reason of any emergency or other circumstance, the Award-holder is unable to complete the project, he or she will be required to refund all or part of the Award as may be considered reasonable in all the circumstances.
- Recipients may be publicised on the University website and in the media; recipients will be expected to provide appropriate feedback (reports, blogs, pictures and/or videos) to support this.
- If award funds are to support travel abroad, departure date must be at least 6 weeks from application date.
- Funds may not be used to purchase of alcohol for events, exhibition openings, etc.
- **Recipients must supply the External Affairs Office with a Final Report within four weeks completing the project.** This information will be used in literature to promote the value of and provide feedback to those who support the fund and the University. **If a final report is not received, this may result in subsequent applications being denied.**
- Recipients may be interviewed by the press office and/or be invited to attend events with donors who support the fund, partners in the project, other successful recipients and the wider University community, allowing discussion about the projects that have been carried out. **Reasonable efforts must be made to attend these events.**
- Recognition of the award should be made wherever possible. Wording such as 'Supported by Bath Spa University Enterprise Showcase Fund' would suffice, but please run the wording by the External Affairs Office on 01225 876300 or dar0@bathspa.ac.uk
- The following scholarship logo is provided for promotional use when referencing support received from the Bath Spa University Harbutt Fund -



REPORTING BACK

Congratulations!

We hope that the award you received will really help you in your studies and future career. You have received one of the many scholarships, bursaries and awards which are supported by charitable donations given to Bath Spa University. The donor could be an individual who has personally given a gift, it may be a collection of donors whose individual gifts have been brought together to support an initiative, or the funds may have been given by a business or a charitable trust.

The University would like to be able to offer financial support to many more of our current and future students, so they too can be given the opportunity to pursue their dreams and fulfil their potential. There are numerous ways in which this can be achieved, but the most successful way requires *your help*.

REPORTING BACK

There are various ways you can report back to the donor and the University. There are two stages where contact must be made: upon being awarded the funds, and when you have completed the activity you have received the funds for.

Below is a guide. It is only a rough example, so don't feel that you have to be constrained by the ideas – after all we are a University driven by creativity, culture and enterprise, and it is for these very reasons that the donor has chosen to support Bath Spa University students!

There are numerous ways to report on your achievements including:

- Blog
- Website
- Music recording
- Written report
- Film
- Photos
- Drawings and sketches
- Presenting to your peers

1. RECEIVING YOUR AWARD

Write a thank you letter or postcard to the donor. This is a short thank you, which should be handwritten and will need to be received by the External Affairs Office before we can release the funds to you.

2. REGULAR UPDATES

If your award is to support travel abroad, then a postcard from the place you are visiting would be an ideal way of saying thank you.

If your project is longer than two months you are expected to supply regular updates on the progress of your project, placement or studies. These need not be long written essays; in fact it is important that the reporting back includes as much of your personality as possible –

for example you could produce a photo diary, a film, write an online blog, draw a story board or create a story/poem etc.

3. FINAL REPORT

The best way to secure future gifts is to thank donors. However, the people they really want to hear from are *you*. They want to know how their gift has benefitted you and your work, what the gift has enabled you to do and what you plan to do next. When they hear of the positive impact on your life, they are more likely to consider giving again and support another student like you.

Not only does your story have a positive impact on donors' intentions, it can also encourage other people and organisations to give. Being able to talk about how previous support has benefitted students in their studies and careers allows people to understand what their gift could do. With your help we can do amazing things!

Your final report should be received within one month of completing the activity and is your chance to tell the donor how the funding has impacted on your studies and future career. Your chance to say thank you. You can be a little cheesy here if you wish!

You also need to supply a photo of yourself whilst completing the activity. This must be a high resolution image you are prepared to have published either on the web or in a University publication. Please also feel free to provide us with audio files, copies of lookbooks or artwork and anything else that may have been created as a result of your receiving the award.

Your report will allow the External Affairs Office to demonstrate the impact of their financial support and to ensure that future students can benefit as you have.

CONTACT DETAILS

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