**The Rep Fund**

**Who can apply?**

All registered academic Reps at the University of Birmingham (Senate, College, School, Student and PGR) can bid for a maximum of £150 from the Rep Fund. It can be used in order to widen participation and engagement amongst your cohort, with particular emphasis on reaching those students who would not normally provide feedback. This could include providing refreshments for feedback events, community building events, prizes for Rep-led surveys or equipment to help engage a wider range of students. In order to ensure as many Reps can access the fund as possible, we will accept a maximum of one application per Rep per term.

*Please note:* For ethical reasons, the Guild is moving away from funding Amazon vouchers and we encourage students to consider alternatives when offering voucher incentives. This money also cannot be spent on alcohol or used for events that generate a profit. However, this money can be spent on items from companies external to the University.

**Process for submitting an application?**

Applications will be considered throughout the academic year. To submit an application, please complete the Rep Fund application form below and provide a detailed description of the event. Any missed information may delay or affect your application.

This application form must then be emailed to [studentreps@guild.bham.ac.uk](mailto:studentreps@guild.bham.ac.uk)

**What happens once the application is submitted?**

Once the application has been submitted, the Education Committee will review your application to check and discuss its eligibility. The Education Committee is a body which oversees the Guild’s activity relating to academic issues. Membership consists of the Education Officer, Postgraduate Officer, International Officer, 5 elected College Representatives and 5 elected student members. A majority would need to vote in favour for your bid to be approved. When the final decision has been made on your bid, we will let you know if your application has been approved. Please ensure this application is approved prior to expenditure, as if it is not, we may not be able to reimburse you.

Education Committee reviews Rep Fund applications every 2 weeks, so please submit your application at least 10 working days before any expenditure to allow the Committee time to review and feedback.

If you are spending money in the Guild, we can pay for this directly. Alternatively, if you would prefer to spend the money elsewhere, you will need to pay for it yourself initially and claim back the expenses afterwards. You will need to contact the Representation Coordinators following the completion of the activity so reimbursement can be organised for you.

**What happens after the event or initiative is complete?**

You will also be asked to outline how you have used the money provided to engage with/encourage feedback from your cohort. Please tell us how successful you have been and demonstrate how this funding has impacted the participants; an evaluation form is available.

**Please allow 10 working days for us to process the application.**

**Need help or have questions about your application?**

Please contact a Representation Coordinator at [studentreps@guild.bham.ac.uk](mailto:studentreps@guild.bham.ac.uk), or alternatively, the Education Officer at [education@guild.bham.ac.uk](mailto:education@guild.bham.ac.uk)

This form must be filled in by a registered academic Rep.

**Rep Fund Application Form**

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| --- | --- | --- | --- | --- |
| Personal Information | | | |  |
| Please complete the personal information below. | | | | |
| Forename(s): | | Click here to enter your **Forename** | | |
| Surname: | | Click here to enter your **Surname** | | |
| University Student ID Number: | | Click here to enter your **ID Number** | | |
| University Email Address: | | Click here to enter text your **University Email** | | |
| Course Title: | |  | | |
| Level of Study (UG,PGR,PGT): | |  | | |
| Please tick the relevant boxes for your role: | | | |  |
| Student/PGR Rep | Senior Rep | School Rep | College Rep | Senate Rep |

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| --- | --- | --- | --- |
| About the proposal/event | | | |
| Description of the event/proposal? | Click here to enter text. Note: Money cannot be used for profit events. | | |
|  |  | | |
| Please give details of what you wish to achieve and how: | Click here to enter text. Remember: this money is in place in order for reps to engage more students and/or to gather feedback. | | |
| Date of Event: | Click here to enter the date. | **Number of people expected to attend:** | Click here to enter the number. |
| Breakdown of Expected Costs: | Click here to enter the expected costs. |

Once completed, please email to [studentreps@guild.bham.ac.uk](mailto:studentreps@guild.bham.ac.uk)