

Student Experience Funding 2023/24

The **Student Experience Fund** has been available to departments over the past few years to support Student Experience activities and is provided by the Faculty of Humanities.

Following the successful streamlining of the Student Experience Fund last year, the fund for 2023/4 will go live on the 4th September 2023. Applications are now invited.

Who can apply to the fund:

We are now welcoming applications from the following groups to request access to a **portion** of this fund:

- Programme Directors
- Assessment Coordinators
- PS Coordinators
- Student Engagement Team
- Peer Mentors / Coordinators
- PASS Leaders
- Student Reps
- Society leads

How have funds been allocated:

A portion of the fund has been allocated to each School based on student numbers. There are also allocations to specific activities which all students benefit from such as Graduation, Welcome, the employability agenda, Associate Dean priority areas and ongoing School wide activities, such as training or specific events accessible to all students.

How to bid

1. You can make an application via the [SEF form](#).
2. Once you have submitted the form, the Panel will receive this automatically and there is no need to email with a follow up.
3. Applications will be reviewed and approved on a regular basis by the Panel, and we will get back to you if approved or if further information is required.
4. Please note the final deadline to apply is **Monday 3rd June 2024 at 5pm**. This is to enable sufficient time for the end of financial year reconciliation.

The Panel

The Panel includes:

Sarah MacQuarrie; Associate Director for Academic Advising and Wellbeing
Rachel Challinor; Student Support and Development Manager

What we are looking for:

The Panel are keen to invite applications from students and/or staff that support the following agendas:

- Assessment and Feedback
- Career and employability opportunities
- Sense of belonging and learning community
- Well-being and mental health
- Student voice and student partnership
- Widening participation (Access, Success and Progression)

The panel will look favourably on cross-school, co-created and collaborative proposals. The panel also encourages applications to demonstrate value for money and accessibility to a broad range or number of students.

The panel will consider partial contributions towards student social activities e.g., a Departmental Ball, but advise that the application should also demonstrate how they will subsidize costs through their own fundraising activities.

In recognition of university guidance to prioritise on-campus activities and utilising internal catering first, the application should clearly demonstrate the benefits of any off-campus or alternative catering activity proposal.

To speed up a decision, your application should include:

- Details of how the activity aligns to one of the above categories and/or priorities.
- Finalised cost and supplier details – and if on the approved supplier list (see next section).
- Demonstrate an inclusive approach.

Plan ahead to spend your funds

It is important that you have considered how your funding, if approved, can be accessed. We can only make payments to organisations already on the approved supplier list, so you should choose your venue, activity and/or caterer carefully. Contact procurementhub@manchester.ac.uk directly to check if a supplier is on the system. Last minute requests will have to be rejected if the supplier cannot be easily invoiced. Contact Seed.Hub@manchester.ac.uk if you need support raising a Purchase Order (PO). Advice on Purchase Orders/paying invoices is [here](#). It should be noted that invoices are usually paid within 30 days of receipt of invoice/goods receipted.

Credit card payments are a last resort for payments up to £1000. See guidance on how to do this in the [SEED finance information](#). We cannot use a credit card for restaurant payments and since it can take several weeks to get a company approved as a supplier you need to plan carefully. Credit Card payments are not instant, you should submit a request form (available at the link above) and the process requires at least 5 working days.

Substantive staff do have the option to use Expenses to pay for costs and get reimbursed. However, we advise against this unless for a small sum as it can take some time to process. Claims can be submitted via MyView and further guidance around what can be claimed for is [here](#).

If you are looking to purchase vouchers which the SEF funds, the [IAG team](#) can help or you can make an order via vouchers@manchester.ac.uk. See further [guidance](#).

For Student Balls, where ticket sales will reimburse the fund, we have a separate process which the [IAG team](#) can help you with.

We look forward to receiving your application and supporting the student experience.