**Emergency Hardship Fund Disbursement Group**

**Guidelines for Disbursing Funds**

The Emergency Hardship Fund has been created thanks to generous donations from alumni, staff and friends of The University of Manchester.

Decisions about disbursement of funds should be made by the Emergency Hardship Fund Disbursement Group within the guidelines below.

* The Fund must only be used to support defined projects that are of direct benefit to students.
* The Fund must be used to support projects and initiatives that seek to address the wider effects of covid-19 on the student population. Projects are expected to fall into one or more of the following four categories:
	+ Emergency financial support – for students in financial difficulty
	+ Bursary support – to enable students to start or continue in education
	+ Practical support – through free or subsidised access to accommodation or equipment, enabling students to engage more fully in learning, teaching and/or research
	+ Wellbeing support – including support with mental health and careers guidance
* Disbursement decisions should be informed by need – with a focus on those students who are most likely to struggle (financially or academically) as a result of the pandemic.
* Disbursement decisions should be made in line with the University’s wider strategic goals for Teaching, Learning and Students.
* Disbursement decisions should take into account donor wishes, and be made in accordance to the laws governing charitable funds.
* The Fund should support students across a range of levels of study. Both home and international, full- and part-time, and new and returning students, should benefit from the Fund.
* At least 50% of all funds disbursed should be allocated to initiatives and projects for which budget has already been agreed, as long as these are in line with the guidelines above. The remaining 50% can support ‘value added’ initiatives. This could include new projects or extensions to existing projects.