

## **Student Experience Funding 2024/25**

The **Student Experience Fund** has been available to departments within SEED over the past few years to support Student Experience activities.

The application form for the 2024/25 fund will go live at 9am, 2<sup>nd</sup> September 2024 and applications are invited from then until it closes at 5pm, 6<sup>th</sup> June 2025.

### **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 department within the 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 **Friday 6<sup>th</sup> June 2025 at 5pm**. This is to enable sufficient time for the end of financial year reconciliation.

### **The Panel**

The Panel includes:

Kathryn Telling; 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 large 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.
- Information about where you will go and what you will do and how this enhances the student experience.
- 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](mailto: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](mailto: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 received.

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 with SEF funds, the [IAG team](#) can help or you can make an order via [vouchers@manchester.ac.uk](mailto:vouchers@manchester.ac.uk). See further [guidance](#).

We highly recommend that all trips are subject to a risk assessment. SEF funded activities should always have an academic or PS member of SEED staff involved through attendance or organising of the event.

### **Organising a Ball**

We strongly recommend a programme or departmental student-staff organising committee to help share the work when organising a Ball. [IAG](#) can be approached for administrative support if needed.

Requests for funding a Ball should include:

- Confirmation of student engagement in the planning process.
- Confirmation of expected numbers.
- Confirmation of ticket sales management (often arranged through the SU societies online shop).
- Confirmation of ticket price point.
- A detailed budget plan for venue hire, entertainment, food and drink package and extras.
- Confirmation of any additional advancement of funding required and how this will be reimbursed to the SEF.
- Details of how any staff tickets are to be funded.

The student experience fund is unlikely to be able to fund the full cost of a Ball for every programme and strongly encourages cohorts to group together to reduce administrative and financial costs. The SEF can help subsidise cost to students but there is an expectation that tickets sales are part of the funding process. This will also go some way to encourage attendance from students.

**Examples of what the Fund has supported previously:**

Both PS and academic colleagues met the challenge to adhere to the SEF criteria in creative, engaging ways. Activities supported by the SEF 2023/4 included:

- Tree Musketeers tree planting
- Student football and hockey league subscriptions and new kit.
- Catering for PASS meetings
- conference resources and goodies
- Society members t-shirts and hoodies
- Dissertation hand-in party
- North-west museum visits
- Local National Trust estate visits
- Career focussed events
- Social activities such as badminton, topic based walking tours, networking opportunities and end of year celebrations.

We encourage you to think of new and interesting ways to enhance our students' university experience beyond the classroom, often related to the subject area or the city and region they have chosen to study and live in. Students themselves are full of good ideas so do engage the student voice (and tell us when you do!) in your planning.

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