**THE UNIVERSITY OF EDINBURGH**

**STUDENT EXPERIENCE GRANT REPORT**

**This report should be completed and returned within one month of completion of the project and no later than 31 January 2024 unless written permission is sought.**

Please return this form to student-experience-grants@ed.ac.uk quoting your grant ID along with photographs or video material relating to your project. By completing this form you agree to all terms and conditions stated below.

The information and visual materials that you provide will be used to show how donations to the University of Edinburgh Development Trust have been used to support innovative and creative projects at the University like yours. These may be used to support communications activity online and in our printed publications, as well as promote and publicise the Edinburgh Fund and other fundraising activities at the University. We may share the form internally with University staff at the respective departments, Schools and Colleges for reference and information. Please note that this report will be made available to the central steering group responsible for the Student Experience Grants scheme.

|  |  |
| --- | --- |
| **Grant ID:** |  |
| **Name:** |  |
| **Grant awarded:** |  |
| **Round awarded:** |  |
| **College/club or society:** |  |

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| **What was the impact of the project and how did it improve the student experience? How many students benefited from the project?** |

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| **What went well?** |

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| **Any challenges?** |

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| **How did you find out about Student Experience Grants?** |

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| **Student Experience Grants are only possible thanks to the generosity of alumni (former students) and friends of the University through their donations to the Edinburgh Fund. As a recipient of this grant, you know the importance of financial support and how crucial this type of support is for your project to succeed. What would you say to potential donors to encourage them to give to the Edinburgh Fund:** [**www.ed.ac.uk/edinburgh-fund**](http://www.ed.ac.uk/edinburgh-fund)**?** |

**DETAILED GRANT EXPENDITURE**

|  |  |
| --- | --- |
| **Total grant awarded:** | **£** |
| **Total grant spent:** | **£** |
| **Underspend (if any):** | **£** |
| **Underspend returned on (date):** |  |
|  |  |
| **Detailed grant expenditure**  *Please ensure to provide us with receipts for all budget items listed below.* | |
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| **Grant report completed on (date)** |  |

Any underspend at the end of the project **MUST** be returned. Please ensure to email student-experience-grants@ed.ac.uk once you have made the payment, quoting your grant ID for reference and see below for payment options and details:

**BANK TRANSFER:**

The University of Edinburgh Development Trust bank account with the Bank of Scotland:

|  |  |
| --- | --- |
| Sort code | 800224 |
| Account number | 00423592 |
|  |  |
| BIC | BOFSGB21216 |
| IBAN | GB32 BOFS 8002 2400 4235 92 |
|  |  |
| Address | 300 Lawnmarket Edinburgh, EH1 2PH |

**PEOPLE & MONEY TRANSFER**

Our supplier code is 15462.

**YOU CAN ALWAYS USE A CHEQUE AND RETURN IT TO:**

Student Experience Grants team

Development & Alumni

Charles Stewart House

9-16 Chambers Street

Edinburgh, EH1 1HT

Please make your cheque payable to ‘The University of Edinburgh Development Trust’.

**Thank you for completing this report.**

**Privacy statement**

All personal information is held securely by the University and in accordance with Data Protection Law. We use information about you because we have a legal obligation to do so, you have provided consent, or we believe it is in our legitimate interest. The data we hold will be used by the University, or other parties acting under the instructions of the University, for a range of activities. These include sending publications and information, offering benefits and services, organising events, membership administration and in our fundraising and volunteering programmes. We do not and will not sell any of your personal information to third parties. We conduct due diligence and research into the philanthropic interests and means of a limited number of individuals to help decide whether and on what basis to approach them, and to ensure that our fundraising activity is directed in the most appropriate and effective way. If you’d like to find out more, you can view our full privacy notice on our website <https://www.ed.ac.uk/development-alumni/privacy>. If you wish to update your details or how we contact you, or to opt out of our communications, please email [yourdata@ed.ac.uk](mailto:yourdata@ed.ac.uk) or write to us at Development and Alumni, University of Edinburgh, Charles Stewart House, 9-16 Chambers Street, Edinburgh EH1 1HT or call us on +44 (0) 131 650 2240.