

# Inspiring Futures Fund Terms and Conditions

The terms and conditions set out in this document cover the award of Inspiring Futures Fund bursaries (as defined below) and must be complied with.

## What is the Inspiring Futures Fund (IFF)?

A fund administered by the Careers, Employability and Enterprise Team, to help students with the costs associated with taking part in career development related activities such as Work Experience, Research Projects, or Continuing Professional Development (CPD). The aim is to remove some of the financial barriers that students may face which prevent them accessing career-related opportunities. The scheme supports low or unpaid<sup>1</sup> work experience and other career development-related activities that can be in the UK or overseas.

Completing relevant work experience or Continuing Professional Development (CPD) activities whilst still a student is important in supporting future careers. Work experience helps build skills, knowledge, and confidence in the workplace, whilst CPD can improve professional skills, knowledge or experience through attending conferences, training courses or workshops.

IFF can allocate funding for eligible applications as follows:

- Up to £300 - UK Opportunities
- Up to £400 - Overseas Opportunities

Students who have opted into the [Build your Future scheme \(BYF\)](#) will have **exclusive** access to ring-fenced funding within the IFF, but still need to follow the full application process as detailed below. Eligible students can opt into the BYF scheme at any time – full details on [Brightspace](#).

The Inspiring Futures Fund is awarded on a competitive, first come first served basis, assessed against the strength of the information provided in the application form ([see “How to Apply” below](#)), until the allocated funding for the Inspiring Futures Fund has been exhausted. There is no guarantee that an application will be successful or that you will receive the full amount requested.

Applications close on the [advertised dates](#), or when all funds have been allocated, whichever comes first, so early submissions are advisable where possible.

Supporting evidence needs to be submitted no later than 14 days after completion of the online form otherwise your funds may be allocated to another student.

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<sup>1</sup> Unpaid opportunities will only be supported if it can be evidenced by the employer that the placement does not contravene National Minimum Wage regulations. The University of Suffolk Careers and Employability Team do not endorse unpaid opportunities that may contravene National Minimum Wage regulations and would urge students considering unpaid opportunities to contact the Careers, Employability and Enterprise team to discuss in further detail. Further information about unpaid work experience and your rights can be found on [TARGETjobs](#).

## Who is eligible to apply?

- part-time or full-time students
- studying in the following locations: Ipswich, East Coast College or Suffolk New College
- undergraduate and Masters students, but not PhD
- classed as home or international
- students who have not already received the full IFF Bursary during the same academic year.

### nB:

- Priority may be given to students who have not received funding in previous academic years.
- Students who are not up to date with their academic fee payment schedule will not be eligible to apply.

## Which activities are eligible for Inspiring Futures Fund Bursaries?

- Extracurricular work experience, insight days, internships, volunteering
- Attending interviews or assessment centres
- Attending relevant summer schools
- Relevant training courses
- Attending relevant conferences or events
- Running or taking part in a relevant research project
- If you're not sure your chosen activity is eligible, please contact the CEE team via [Minerva](#) (University of Suffolk students) or by emailing [inspiringfuturesfund@uos.ac.uk](mailto:inspiringfuturesfund@uos.ac.uk) (East Coast College or Suffolk New College)

## What expenses can the Inspiring Futures Fund support?

The IFF can help with costs to enable participation in the above activities which could include:

- Reasonable travel costs to/from the activity (In the UK or Overseas)
  - nB: Any Taxi/Uber use needs specific prior approval.
- Medical Requirements/Vaccinations
- Insurance
- Visa/Permit
- Living costs and utilities bills connected with the activity
- Accommodation associated with the activity
- Dependent care costs <sup>2</sup>
- Professional clothing required for the activity

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<sup>2</sup> Dependent care costs are those associated to costs incurred to find suitable support and care for children or dependent relatives during the activity. You will need to provide evidence of the provider and their applicable certifications e.g. OFSTED registration if an IFF payment is contributing towards childcare. Please contact the CEE Team via Minerva or by emailing [inspiringfuturesfund@uos.ac.uk](mailto:inspiringfuturesfund@uos.ac.uk) for further details if you have any questions.

- The CEE Team is happy to consider **other costs** that may be a barrier to a student taking part in an eligible activity. Contact them via [Minerva](#) (“I want to request something”) or by email [InspiringFuturesFund@uos.ac.uk](mailto:InspiringFuturesFund@uos.ac.uk)

### How do we assess eligibility of an activity?

- Have you sourced/secured the activity yourself?
- Does it contribute to your personal development?
- Does it support your future Career aspirations?
- Does it help you develop specific skills required for your chosen career?
- Does it enhance your employability?
- Can it be completed by the end of the current academic year (31<sup>st</sup> July)
  - If the activity cannot be completed by 31<sup>st</sup> July, this must be clarified in the application so that consideration can be given to this on a case-by-case basis.
- Is the activity with a reputable organisation?

### Exclusions:

The work experience **must not**:

- Be an activity organised by the University eg trips or elective placements.
- Form part of a degree programme e.g. work-based learning modules, professional development modules or those undertaking professional practice placements within Health and Professional courses.
- Exceed 16 hours per week term time, or above 40 hours per week during holiday periods (and for those with a Tier 4 visa, do not exceed the working hour allowance set out within your visa).
- Promote or endorse illegal activity.
- Be immoral, unethical, offensive, or otherwise detrimental to the University’s reputation or interests.
- Relate to a pyramid, multi-level marketing or similar style selling scheme.
- Represent an undue health and safety risk.
- Involve writing or sharing academic related material for use by other students.

The University will assess the suitability of the Activity as part of the application process and its decision is final. Activities that the University deems ineligible or unsuitable will not be supported; however, you will be signposted to relevant support services, including the CEE team, to support you in finding an alternative appropriate opportunity.

### Sourcing and securing an appropriate activity

- The CEE team are available via [Minerva](#), [Handshake](#) or [email](#) to offer support with finding opportunities, preparing applications and honing interview skills. The University of Suffolk Job Board on [Handshake](#) includes a variety of opportunities and events that may be appropriate. There are also several other reputable job platforms aimed at students and graduates. You should also undertake your own research and networking to source an appropriate opportunity.

## When to Apply?

The opening and closing dates are advertised on the [Inspiring Futures Fund webpage](#)

Each year there are 2-3 'waves' of funding – if you are unsuccessful with one application, you may apply again during the same year if your application is eligible and you simply missed out because the application came in later than other applications.

All funds ideally need to be disbursed by 31<sup>st</sup> July, if an activity may require payments after 31<sup>st</sup> July, this needs to be stated clearly in the application and will be considered on a case-by-case basis. Please note; we cannot guarantee that payments will be made after this date and you should take this into account when planning your activity. For those in their final year of study, payments cannot be made after 31<sup>st</sup> July.

Once you have been notified that your application is successful, you must submit your bank details within 14 days.

Applications can be submitted by those that have already been offered an opportunity in the same academic year (but each student can only receive a maximum of £300 for UK activities or £400 for overseas activities in one year).

Applications can be submitted by those still in the process of sourcing an opportunity – this needs to be clearly indicated on the application.

The University reserves the right to **close the Inspiring Futures Fund earlier** than the advertised deadline if all funds are allocated before the closing date. Announcements will be made via Brightspace and the CEE social media pages should this occur.

## How to Apply?

**Make sure that you follow ALL the steps below to increase your chances of success.**

- Before completing the application form, ensure you have read and understood these Inspiring Futures Fund 'Terms & Conditions' as they outline your responsibilities should you be awarded funding.
- Ensure you will be able to provide all the required information within the time frames.
- Complete the online application for via Microsoft Forms [here](#)
- Use the budget planner to provide a breakdown of the amount of funds required, including evidence of why you have requested the specific amount of funds - Download Budget Template [here](#).
- Upload your supporting documentation via [Minerva](#) (UOS students) or by emailing [inspiringfuturesfund@uos.ac.uk](mailto:inspiringfuturesfund@uos.ac.uk) (Suffolk New College or East Coast College) within 14 days of completing your online form.

## What supporting documentation do you need to provide?

- Your current CV (if you don't have one, you can create one easily using [CV Builder](#) in FutureMe).
- Evidence of your "Activity" such as a signed letter from your employer, contract of employment, course/conference booking confirmation etc.
- Job description from your employer (including dates/hours of work experience) where applicable.

- If you are in the process of applying for an opportunity and need confirmation that you will be allocated funding before being able to commit, please submit the job advert, AND receipt of your application from the employer.
- **For training courses, research projects or other activities** please outline briefly why this activity will benefit your career development or employability. Please also include a **reference from your course tutor** stating how important it is for you to do it. Regarding the topic of the training course, your tutor must clearly state that it is not part of your degree programme.
- Completed Budget Planner
- Any receipts / order confirmations
- If you request payments for travel mileage you will be paid in line with [government recommendations](#) currently calculated at 45p per mile for cars/vans, 24p per mile for motorcycles.

### **Next steps following the application process**

- Applications will be assessed on a regular basis by members of Careers, Employability and Enterprise Team and/or Student Life Team, to assess which applications should proceed to the next stage.
- Students are updated with the outcome and, if successful, are invited to an assessment appointment.
- Further progress appointments may be arranged, to issue further payments, and return receipts and evidence of expenditure.

### **What happens if I am successful with my application?**

Before funds are disbursed, you will be required to:

- Attend an assessment appointment to discuss your application including the terms of the agreement and payment process.
- Sign the Bursary Agreement (“Agreement”) which sets out the terms of the funding, including the expectations of you, the student, and us, the University.
- Complete a Bank Details Form to enable the University to transfer the agreed funding amount to your nominated bank account.
- Provide original receipts as evidence of how the fund has been spent according to the timescales set out between the University and the student in the Bursary Agreement.

### **Expectations of IFF recipients after you have completed your activity**

- Your Agreement will set out some of the specific requirements for your chosen activity.
- As a recipient of an IFF Bursary you will be required to submit a case study explaining how the work experience has benefitted you, your personal development, and your employability.
- Those who do not complete this may be asked to return the Bursary.

**By submitting an application for the Inspiring Futures Fund, you acknowledge and agree:**

- that the University reserves the right to decide how it allocates IFF Bursaries to applicants.
- To meet with a member of the CEE team to discuss the activity, Bursary and expectations.
- the University may take steps to verify the information and supporting documents provided.
- that all data will be stored securely in line with the General Data Protection Regulations (GDPR), and only used by applicable staff to administer and record processing of the Fund. Please visit the [Business Engagement Privacy Notice](#) to find out more.
- To provide all the required supporting documents, evidence, and bank details in a timely manner. Failure to do so may invalidate your application.
- To complete a case study which may be used on our Website, Brightspace hub and social media (Instagram / LinkedIn) to help promote to future students and to attract further industry donors to the scheme so that we can support greater numbers of students. We will also use excerpts of case studies to compile impact reports for internal use within the University of Suffolk to help secure ongoing funding.
- The University reserves the right to withhold payments if evidence is not returned within the agreed timescales, and, where appropriate, will claw back payments if it becomes evident that the activity is not being attended, or funds have been spent inappropriately

If you have any further questions, or would like to know more, please contact the team via [Minerva](#) (Ipswich Campus students) or email [inspiringfuturesfund@uos.ac.uk](mailto:inspiringfuturesfund@uos.ac.uk) (Suffolk New College or East Coast College students). You could also book an appointment via [Handshake](#).

The Careers, Employability and Enterprise (CEE) Team.