OXFO Booster Grants (for student societies) – FAQs

Throughout the following information the term "society" is used to refer to any student club – be it sports-related or non-sports-related - or other Oxford University student organisation registered with the Proctors.

What is the Oxford Foundry?
The Oxford Foundry is the University of Oxford's new entrepreneurship centre. We want to support all 23,900 students across the University – whether they are lawyers, medics, engineers or philosophers – in becoming more entrepreneurial people. A key focus is to enhance employability through entrepreneurship amongst students, and the Foundry will inspire students to think more entrepreneurially, to find like-minded people, to build confidence and overcome fear of failure. It is as much for the student who wants to become an employee as it is for the student who wants to set up their own venture. To find out more about the Oxford Foundry, please visit our website: https://www.oxfordfoundry.ox.ac.uk.

What are OXFO Booster Grants?
OXFO Booster Grants give **student societies** at the University of Oxford the chance to apply for up to £2,000 grant funding for initiatives that introduce entrepreneurship to people at the university. Our aim is for these grants, and associated support provided by the Oxford Foundry, to enable student societies to expand their reach and experiment with exciting new entrepreneurship-related events and initiatives that engage both current and prospective members. Collaboration between societies is highly encouraged and will be supported with funding. Activities should aim to:

1. **Inspire** students to engage with entrepreneurship-related activities
2. **Upskill:** support students to develop transferable skills that enhance employability
3. **Experience**: provide students with entrepreneurial experiences which enhance future careers

Are OXFO Booster Grants open to societies of all types?
Yes. We define entrepreneurship broadly, and believe that entrepreneurial people can be found in a wide-ranging spectrum of professions and industries – we class all sorts of individuals as entrepreneurs, from William Shakespeare to Serena Williams and Beyoncé. We believe that developing entrepreneurial skills and an entrepreneurial mindset helps people to take control of their own destinies and thrive in the changing work landscape – whether that's becoming a valuable employee in a desired organisation or setting up your own venture.

Therefore, we encourage applications from societies of all disciplines to demonstrate that entrepreneurial skills can be applied by people from all backgrounds and specialisms. Examples of the types of initiatives that could be supported include (but not limited to) inspirational speaker events, student-run workshops to develop practical skills, hackathons, competitions, wellbeing events, awareness nights, networking events, company visits, and more. We encourage applications from all clubs and societies. For example:

- **Creative arts societies** – e.g. providing musicians/designers/influencers with inspirational role models and practical skills needed to make a living from a creative passion

- **Emerging tech societies** – e.g. developing skills in artificial intelligence, mobile app development, coding, robotics, blockchain, computer security, network security

- **Sports clubs** - using examples and approaches from elite sport to teach students skills such as teamwork, time-management, resilience, overcoming fear of failure, and leadership

- **Groups based on race/religion/backgrounds/lifestyle** - e.g. developing self-branding skills to help people identify their unique brand and learn how to build and promote the online and

offline elements of a personal brand

- **Science and medical societies** – e.g. exploring exciting applications of emerging technologies and alternative career paths in these fields

- **Social impact societies** – e.g. exploring impactful career paths and ways to have a positive impact on the world's most pressing problems

How much funding can we apply for?
You can apply for up to £2,000 grant funding.
You can access the application here.
Submission deadline: 11pm Wednesday 12th September 2018.

Application is by the president or nominated committee member of the society.
All applicants are required to:

1. **Submit a budget in Excel** (template provided) which shows how you propose to spend the grant, including a detailed breakdown of expenses, as well as highlight other income related to this initiative that you have or are expecting to receive or apply for this year
2. **Submit a timeline in Word** (template provided) which shows when you propose to deliver these initiatives and associated event durations. A working draft is acceptable; however, you will be asked to submit a final version if your application is successful
3. **Submit a monitoring & evaluation (M&E) form in Word** (template provided) that outlines the main aims and objectives, plus the outputs and expected learning outcomes from your activities. Please ensure that you submit diversity targets associated with your outputs

Details of the above will be further fleshed out in a kick-off meeting with the Oxford Foundry Outreach Manager, if your application is successful.

Can our society submit more than one application?
Societies are only permitted to submit one solo application e.g. a grant for your own society. You can also choose to submit a second joint application with other societies for an additional grant of £2,000 to be split between the respective societies.

What are the conditions of receiving funding?
In return for grant funding and support from the Oxford Foundry, we ask that you:
- Co-brand on all marketing materials for the activities outlined in your application with the Oxford Foundry (logos will be provided if your application is successful)
- Identify the Oxford Foundry as a supporter on your website and other key communication platforms
- Ensure the number of students participating in your activities are accurately tracked and reported to the Oxford Foundry, and make sure students complete pre, mid, and post online learning surveys so data on learning outcomes can be collated. Your society will have ultimate responsibility for distributing surveys to participants and ensuring completion
- Ensure your activities are open to all University of Oxford students
- Have 1-1 monthly check-in meetings with the Oxford Foundry Outreach Manager

What support does the Oxford Foundry provide to successful applicants?
Some examples of how the Oxford Foundry can contribute:
- Use of Oxford Foundry space for activities, which includes the large meeting room upstairs and the downstairs space. Use of the space will be subject to availability, and must be pre-agreed with the Oxford Foundry Outreach Manager

- Access to specialists from our internal and external network of high-profile entrepreneurs, mentors, speakers, facilitators, experts etc.
- Co-hosting events together
- Support for your audience from our experienced and diverse Oxford Foundry team, which includes knowledge and experience in running events, competitions, hackathons, planning projects, marketing and media outreach
- Monthly 1-1 meetings with the Oxford Foundry Outreach Manager, Jonny Thomson (you will be provided with a **Doodle** link to book through) in addition to on-going communication via email and phone to support with project planning and delivery
- Where appropriate, we will promote your events on our 'Programmes & Events' page, on our website, newsletter and social media platforms
- Features in our annual Foundry student-facing publications, which will be published in September 2019 - just in time for engaging with new society members
- Showcase your society at some of our large-scale events (e.g. speaker events, Foundry Freshers Festival) and seasonal social events (e.g. Foundry Christmas social). Send over a team member and promotion materials to ensure you are represented

Post application actions:
Successful societies will also be required to:

1. **Submit an impact report,** which includes statistics, data and quotes that demonstrate the impact from project activities. This will be informed by the data collected in the pre, mid, and post online learning surveys, which we will share with your society upon request
2. **Submit a financial report**, which gives a breakdown of where and how the grant funding was spent and a commentary that explains use of the funds
3. **Share at least two c. 400-word blogs** written by project participants about their experience
4. **Share one c. 400-word case study** written by committee members that communicates the impact of the grant on the society, highlighting statistics and quotes to emphasize achievements
5. **Share photos** that capture action shots from the activities and c.1 min **Vlogs** that provide first-person accounts of the student experience

What is the judging process?
Applications will be assessed by the Oxford Foundry team.

The judging criteria will be based on:
- Your description of what you propose to do/deliver, and how it lines up with the required funding outlined in your budget
- How your proposal will meet the needs of your members, and how the activities proposed will advance student learning outcomes to support futures
- Extent to which the proposed activities will engage with a diverse student audience e.g. different subject areas and levels of study, genders, nationalities, cultural backgrounds
- Originality of the proposed project activities and format

Key dates
Application call: 23rd August
Drop-in info sessions at the Foundry (or Skype call): 5th and 6th September, 12-2pm
Application closes: 10pm 12th September
Outcome via email: by 24th September
Visit Oxford Foundry to sign paperwork and provide account details by 28th September
Funds to be transferred to society accounts by 5th October

When and how will we receive payment?
Your society is required to nominate one individual to take financial responsibility of the grant awarded. We recommend this be the president or an individual on the committee.

This person must visit the Oxford Foundry to undertake the following tasks by 28th September 2018:

- Sign a letter of agreement
- Complete a payment request form (name bank details, address etc.)

The grant will be paid into your society's (or nominated person's) bank account by 5th October 2018 (if the paperwork is signed by 28th September). Please email jonathan.thomson@oxfordfoundry.ox.ac.uk if you have any questions or concerns about this process.

Who do I contact if I have a problem or unanswered question?
Jonny Thomson, Outreach Manager at the Oxford Foundry: jonathan.thomson@oxfordfoundry.ox.ac.uk.
If you are unable to reach Jonny please email info@oxfordfoundry.ox.ac.uk.