Terms & Conditions of Receipt of Alumni Funding:

- Recipients of funds will be required to provide photos and a short film (1min max), interviews and any other necessary press and public relations materials, to be included in College publications and communications, as well as in external press releases if necessary. These must be sent to alumnifund@royalholloway.ac.uk as soon as the money has been spent and/or a maximum of one week after the event has taken place. Failure to do so will result in the amount being taken from the following year’s club/society’s budget, leaving them with a deficit.

- On social media networks owned by the club/society/recipient, mention that money has been received from the Alumni Fund, to thank the alumni who donated, and include ‘@RHBNCAlumni’.

- Upon completed expenditure of received funds, or at the end of the academic year if sooner, beneficiaries are required to submit a report detailing the use of funds (including a breakdown of expenditure) and how the Alumni Fund has helped their project. Should the funds not be spent in their entirety, the report should include an explanation for this, and a proposal for their use. If a satisfactory explanation or proposal cannot be provided, remaining funds will need to be repaid to the Alumni Fund for redistribution. Please submit your report to alumnifund@royalholloway.ac.uk. No more than two months after receiving funds

- Recipients and the associated members of the society are required to attend donor receptions and events, subject to appropriate notice being given, to provide feedback to donors. We also arrange ad-hoc one-to-one meetings with higher level alumni fund donors, so if the donor’s interests are closely aligned with your project, you may be asked to meet with the donor and discuss your activities.

- Recognition of the Alumni Fund should be made wherever possible.

- Where large scale tangible items have been purchased the society or student group is responsible for all related costs and health and safety implications related to installation, transport and insurance

Payment:

- Non-affiliated Students’ Union clubs or societies must arrange for an appropriate invoice to be raised with the following details:
  - Full name and address of recipient
  - Name of bank
  - Full details of account and sort code
  - Full breakdown of costs
  - Final cost to be paid.

- Students’ Union affiliated clubs and societies can request the Students’ Union to raise an invoice directly to the College for payment into the relevant club/society account.

- Invoices may take up to two weeks for payment.