# The Convocation Trust

# Guidance for Applicants and Grant Holders

1. **Executive Summary**
   1. This document provides information and guidance for individuals applying to the Convocation Trust and grant holders.
2. **What is the Convocation Trust?**
   1. The Convocation Trust is a charitable trust associated with the University of London. Additional information about the history of the trust can be found [here](https://www.london.ac.uk/alumni-supporters/alumni/convocation-project/about-convocation-trust).
3. **Who manages the Convocation Trust?**
   1. The Convocation Trust Committee of Management is responsible for applying the Trust’s funds in accordance with its charitable objects.
   2. More information about the current Trustees can be found [here](https://www.london.ac.uk/alumni-supporters/alumni/convocation-project/about-convocation-trust).
4. **What does the Convocation Trust do?**
   1. The Convocation Trust awards grants to projects across the University of London Federation which further the purposes of the University and / or provide demonstrable benefit to the staff and students of the Federation.
   2. The Trust also funds scholarships through the University of London Development Office and a number of historic academic prizes across the University of London Federation.
5. **Who is eligible to apply for a grant from the Convocation Trust?**
   1. Only current members of the University of London Federation may apply for funding from the Convocation Trust and applications must align with the Committee’s agreed guidelines for funding applications. (See Appendix 1: Guidelines for grant applications.)
6. **What types of project does the Convocation Trust fund?**
   1. The Convocation Trust Committee of Management will consider applications for funding which align with the agreed guidelines. (See Appendix 1: Guidelines for grant applications.)
   2. In exceptional circumstances, the Trust may fund projects which do not align with the agreed guidelines, however this decision is at the discretion of the management committee.
7. **How do I submit an application to the Convocation Trust?** 
   1. All applications for grants from the Convocation Trust must be made using the agreed application form. The application form can be downloaded [here](https://www.london.ac.uk/alumni-supporters/alumni/convocation-project/funding-convocation-trust).

* 1. Applicants are normally invited to attend the committee meeting at which their application will be considered, to meet with the committee and answer any questions. However, attendance is not required for an application to be considered.

1. **When can I apply for funding?** 
   1. The Convocation Trust Committee of Management meet twice a year, in December and June, to consider applications for funding. The deadlines to submit applications are published online and can be viewed [here](https://www.london.ac.uk/alumni-supporters/alumni/convocation-project/funding-convocation-trust).
2. **Will the committee consider applications outside of the scheduled meetings?**
   1. The Committee does not normally consider applications outside of the scheduled meetings.
   2. The Committee will only consider applications by correspondence in exceptional circumstances and at their discretion.
3. **How does the Convocation Trust Committee of Management monitor the grants it awards?**
   1. The Committee requests brief progress updates from projects which have received funding from the Trust.
   2. Following the completion of a project, the Committee expects applicants to submit a brief evaluation, outlining the impact of the project and final spend.
4. **How long should progress updates to the Committee be?**
   1. Progress updates should not exceed 500 words and / or 1 side of A4.
5. **Are there any restrictions on the use of funds awarded by the Convocation Trust?**
   1. Funds awarded by the Convocation Trust must be used exclusively for the purposes outlined in the approved application and should not be redirected to other uses without prior written consent from the committee.
6. **What is the procedure for drawing down a grant from the Convocation Trust?**

*Grant Holders at the University of London*

* 1. For grant holders at the University of London, funds will be journaled directly into the default departmental cost centre and project code within 30 days of the grant award.
  2. If the award holder requires the funds to be allocated to an alternative cost centre or project code, a written request must be submitted via email to [trustfunds@london.ac.uk](mailto:trustfunds@london.ac.uk). This request should specify the preferred allocation details and must be submitted as soon as possible after the award notification to avoid processing delays.

*Grant Holders at federation member institutions*

* 1. For grant holders at federation member institutions, a purchase order will be raised and sent to the award holder's affiliated institution and department within 30 days of the grant award. The purchase order will be communicated to the award holder by email.
  2. Award holders are required to ensure that an invoice is submitted within 12 months of the purchase order being issued. Any unspent funds from the purchase order will be written back if not claimed within 24 months of the grant award, unless a written request for an extension to the funding period has been approved by the committee.
  3. If an alternative method for processing the funds is required, the award holder must contact [trustfunds@london.ac.uk](mailto:trustfunds@london.ac.uk) with the necessary details to arrange a revised procedure.

1. **Is there a time limit on funding awards?**
   1. All funds awarded by the Convocation Trust should normally be drawn down within 12 months of the grant being made.
   2. Any awarded funds which are not drawn down within 24 months of the grant being awarded will be withdrawn, unless a written request for an extension to the funding period has been approved by the committee.
2. **Who should I contact if I need help with an application to the Convocation Trust?**
   1. If you have any questions or require any additional help regarding an application to the Convocation Trust, please email: [secretariat@london.ac.uk](mailto:secretariat@london.ac.uk).
   2. If you have any questions regarding the payment of a grant from the Convocation Trust, please email: [trustfunds@london.ac.uk](mailto:trustfunds@london.ac.uk).
3. **When does the Committee review these guidelines?**
   1. The Committee review these guidelines annually at the autumn meeting.
   2. These guidelines were last reviewed by Committee on **10 December 2024.**

# Appendix 1: Guidelines for Grant Applications

1. **What should I do before preparing an application?** 
   1. Applicants from the University of London should consult their Finance Business Partner for confirmation that the Convocation Trust is the appropriate source of support for the proposed project and also for advice on the proposed budget.
   2. Applicants from the School of Advanced Study should also consult the Chief Executive Officer in advance of preparing their proposals.
2. **How does the Convocation Trust Committee of Management assess applications?**
   1. When considering applications, the Committee will normally consider:

* the alignment of the project with the objects of the Trust and the Committee’s mission statement;
* the scope of the benefit of the project to the University and its constituent community;
* the viability of the project, both practical and financial, including any possible need for future funding; and
* previous awards made to the applicant.

1. **What types of project will the Convocation Trust not fund?**
   1. The Committee will **not** normally consider:

* applications for recurrent funding;
* funding for projects which would normally be supported by individual institutions or student unions;
* funding for individual students, e.g. scholarships at constituent member institutions, with the exception of designated Convocation Trust prizes and the University scholarships administered by the Development Office;
* capital projects such as building works; or
* entrepreneurial and/or commercial projects.

1. **How should the application form be completed?**
   1. All applications must be submitted using the agreed application form, which is available [here](https://www.london.ac.uk/alumni-supporters/alumni/convocation-project/funding-convocation-trust).
   2. All sections of the application form should be completed prior to submission.
   3. Please be concise in your responses and do not attach other documentation to the application form.
   4. Your completed application form should not extend beyond four sides of A4 with text in font not smaller than 11 pt.
2. **What is the deadline for submitting applications?**
   1. The deadlines to submit applications are published online and can be viewed [here](https://www.london.ac.uk/alumni-supporters/alumni/convocation-project/funding-convocation-trust).
3. **How do I submit a completed application form?**
   1. Completed application forms should be sent to: [secretariat@london.ac.uk](mailto:secretariat@london.ac.uk).
4. **Is there anything I need to do after I have submitted a completed application form?**
   1. Applicants are normally invited to attend the committee meeting at which their application will be considered, to meet with the committee and answer any questions. However, attendance is not required for an application to be considered. To facilitate attendance, the Secretary will contact you at least 7 days ahead of the meeting to confirm your attendance and the time you should attend.
5. **Can I attend the meeting online?**
   1. Meetings are normally in-person. However, there is a hybrid option and, where necessary, invited applicants may attend online.
6. **Who should I contact if I need help?**
   1. If you have any questions or require any additional help regarding an application to the Convocation Trust, please email: [secretariat@london.ac.uk](mailto:secretariat@london.ac.uk)