**Make it Happen Fund**

**Terms and Conditions**

Applying to the Make it Happen Fund is a competitive process that is subject to availability. Funding is awarded on the sole discretion of Newcastle University staff. All decisions are final and there is no right of appeal.

**General**

**Criminal Activity**

Recipients must not be involved in any form of illegal activity or activity which in the sole opinion of Newcastle University may bring the University into disrepute. Newcastle University reserves the right to decline requests where this is deemed to be the case.

**Intellectual Property**

It is the responsibility of each applicant to confirm that you have the right to exploit any Intellectual Property (IP). You are wholly responsible for the protection of your own IP and should acknowledge that it is advisable to not disclose information that you regard as being particularly commercially valuable. The UK Intellectual Property Office website is a good source of information on IP and confidentiality. For more information, visit: [gov.uk/intellectual-property-an-overview](https://www.gov.uk/intellectual-property-an-overview)

**Media and PR**

Newcastle University Careers Service reserves the right to publish information relating to your award.

As part of Newcastle University’s widening participation agenda to support under-represented groups, we may ask those who meet one or more of the widening participation eligibility criteria if we may refer to this in marketing and promotion following. However, we will always respect the decision of the individual. You can let us know if you identify as being part of an under-represented group and would like to share this as part of your story or not during the application process.

**Privacy Notice**

Newcastle University Careers Service must collect your personal data in order to process your Make it Happen Fund application, record the outcome and make you aware of other legitimate opportunities from the Careers Service and its trusted partners.

Your data is processed to deliver a contract between the University and you as one of its registered students or alumni. Your data may be held locally by Careers Service staff for up to a year following the conclusion of this process before it will be deleted to leave only a record of participation on your central student or alumni record.

We won’t share your data with anyone outside of the University without your additional consent, unless we’re required by law, and it will be stored securely within the EEA. If you would like to discuss this further, please contact us at rec-man@ncl.ac.uk.

If you would like more information about how we manage personal data, including your rights under law and the contact details of the University’s Data Protection Officer, please visit: [ncl.ac.uk/data.protection](https://www.ncl.ac.uk/data.protection/)

**Measuring Impact**

All recipients of funding will be required to inform us about the impact of the funding provided. This information will be gathered via a survey which will be shared via email on a monthly basis.

**Disclaimer**

Newcastle University agrees to gift money to successful applicants for the intended purposes. The university accepts no liability for any accident or injury incurred during activities related to the bursary spend.

**Application**

Applications are open to all current Newcastle University Students and recent graduates of up to 3 years post-graduation.

This fund can be accessed by a student or recent graduate once within the academic year. Students can submit a revised application if their initial application is rejected.

Applications for the Make it Happen Fund should meet the following criteria.

Funding must be used exclusively to cover costs associated directly to either:

* Attending work experience or a job interview
* Attending a conference
* Funding a project or initiative
* Business start-up

Applications must be supported by evidence as outlined in the application criteria.