



START UP Grant Recipient | Dami Fawehinmi | Navii Media | BA Philosophical Studies & Combined Honours 2022

# START UP GRANTS TERMS AND CONDITIONS

This guidance will help you understand what you are agreeing to when you apply to receive a START UP Grant. It will explain the responsibilities of Newcastle University to you and the responsibilities of those awarded a START UP Grant in return.

Updated August 2022



**START UP**

[www.ncl.ac.uk/careers/startup](http://www.ncl.ac.uk/careers/startup)



## Terms and Conditions

Applying for a START UP Grant is a competitive process and awards are subject to the availability of funding. START UP Grants are awarded at the sole discretion of Newcastle University. Other members of Newcastle University staff and/or Third Party individuals or organisations may be involved in assessing applications. The panel's decision is final and there is no right of appeal.

### General

START UP Grants support individuals with business opportunities at the pre-trading stage, or early-stage businesses that have been trading for less than 18 months. Awards are made to individuals (not to their businesses) and take the form of experiential learning grants.

Where the request is made as part of the START UP Fund (live open calls during the academic year) your application will be assessed against the criteria for that specific call, details of which will be set out at [www.ncl.ac.uk/careers/startup/funding](http://www.ncl.ac.uk/careers/startup/funding)

Any requests made outside of the START UP Fund will be assessed by the START UP Team on the basis of viability of the business opportunity, progress made and demonstrable need for the funding.

### Eligibility

To be eligible to apply for a START UP Grant you must be a current Newcastle University student or a recent Newcastle University graduate (you must have graduated within 3 years at the point of applying for a START UP Grant)

- International applicants must have the necessary immigration permission to engage in business activity in the UK and be legally residing within the UK. Please seek advice from the University's Visa Team.
- Applicants must be intending to set up their business in the UK within 3 months of receiving a START UP Grant and successful applicants should provide to the START UP team relevant evidence of company formation or registration with HMRC as a sole trader within 3 months of receiving a grant award.

- You can apply as an individual or as part of a team, but only one request per idea or business will be considered and the team must be led by a Newcastle University student or graduate. Once a business is formed, the Newcastle University student or graduate must own a majority share and be responsible for the direction and leadership of the business.
- The maximum award made to an applicant at any one time is £3,000. Some exceptions may apply.
- Previous recipients of the maximum START UP Grant are ineligible to re-apply with the same idea or business for which they received the award.
- Previous unsuccessful applicants may re-apply for a START UP Grant but must demonstrate progress made and fit with the criteria.

## **Use of START UP Grants**

START UP Grants can be used for legitimate business costs that support successful applicants to advance their business opportunity including relevant professional development. START UP Grants cannot cover salaries or living costs or be used to cover retroactive expenses where products or services have already been purchased. Any funding awarded must be used solely for the purpose as outlined by the applicant in their START UP Grant application.

## **Successful applicants**

The funds will be paid into the personal bank account of the sole applicant or, in the case of a team, to the lead person as identified in the grant application. The lead person must be a current Newcastle University student or recent graduate (up to 3 years).

We advise all applicants to make no commitment to any purchases before an offer of a grant is made and the funds have cleared.

All successful applicants will be assigned to a START UP Adviser who they must meet with a minimum of 2 times following the award. These meetings will be used to inform the panel of the progress of the idea/business and the impact the funding has made.

All successful applicants will be required to inform us about the impact of the funding and

support provided by completing a survey each year from when you first receive support from the University to start-up your business until your involvement with your business ends or it ceases to trade. This is a requirement by the Higher Education Statistics Agency (HESA). All data collected is aggregated. This enables universities to track and report the impact of its support.

Successful applicants might also be invited to participate in promotional material such as press releases, case studies and video content for our website and social media.

If a successful applicant decides not to progress with their business opportunity after receiving a START UP Grant, and some or all the grant remains unspent, the applicant agrees to inform the START UP Manager to explore whether the unused funds can be returned to Newcastle University so that they can be used to support other students and graduates.

### **Involvement of Third Parties**

Where awards are made using Santander Universities funding, information about the award and recipient will be shared with the University's Santander Universities Relationship Manager. Successful grant recipients agree to be introduced to the Santander Universities Relationship Manager and to support the Careers Service and Santander Universities with social media content in relation to the support provided. Third parties with relevant commercial expertise may be engaged by the University to assist with assessment of applications. **Please note that applicants remain solely responsible for protection of their IP as detailed below.**

### **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)

## **Criminal Activity**

START UP Grant recipients must not be involved in any form of illegal activity or activity which in the sole determination of Newcastle University may bring the University into disrepute. The University may reject applicants at any stage of the application process and may terminate an offer and require the repayment of a START UP Grant where illegal activity is suspected.

## **Media and PR**

Newcastle University's START UP Team reserves the right to publish information relating to START UP Grant awards such as successful applicant's names, degrees, graduation years, testimonial quotes, and business information such as business name, summary, and URLs in the form of press releases, case studies and video content on our website and social media.

As part of Newcastle University's widening participation agenda to support under-represented groups, we ask applicants if they meet one or more of the widening participation eligibility criteria and if they consent to us sharing as part of the promotional materials mentioned above. Applicants can choose not to provide widening participation information. Whether or not applicants provide widening participation information has no impact on the outcome of the START UP Grant application. Applicants can give or withdraw their consent for us to use widening participation information at any point during the application process or after being awarded a START UP Grant.

## **Privacy Notice**

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

The personal data we will process are:

Name, student number or date of birth, personal bank details.

Your personal data is processed to deliver a contract between the University and you in relation to the START UP Programme. We may share your data with third parties for the purpose of administering the START UP Grant application process, where we are required to report to programme funders and/or where we use external assessors with relevant expertise. 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 other than as described above 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](mailto: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://ncl.ac.uk/data.protection)

## Further Information

Newcastle University reserves the right to amend all details of this opportunity at any time and change the Terms and Conditions without notice.

## Declaration:

I confirm that I understand and agree to the Terms & Conditions attached to a START UP Grant and confirm that I am eligible.

Full Name \_\_\_\_\_

Today's Date \_\_\_\_\_

If you have any questions about START UP Grants before signing this declaration, please email your Start-up Adviser or contact us through MyCareer:

[mycareer.ncl.ac.uk](https://mycareer.ncl.ac.uk)