



Education Levelling Up Fund (ELF) Guidelines

The Education Levelling Up Fund is a sum of money awarded annually by the Students' Association to Faculty Presidents, Postgraduate Officers, and School Presidents, to promote academic representation at all levels across the University of St Andrews. The money is awarded on a discretionary basis upon request to the Director of Education.

Application Process:

To apply for funding from the Education Levelling Up Fund, School Presidents and Faculty Presidents, and Postgraduate Officers need to complete the ELF Application Form which can be found here: <https://www.yourunion.net/voice/academicreps/educationdiscretionaryfund/edfapplication/>.

Please make sure you log in with your personal St Andrews username, and not your School or Faculty President account. You should receive a response from the Director of Education within 5 working days from submitting the form. Please do not assume funds are confirmed until confirmation has been issued.

Guidelines:

- The Education 'Levelling Up' Fund (ELF) works on a reimbursement basis, which means that you will need to show evidence of any purchases (e.g. receipts, invoices) in order to get reimbursement. It is not possible to get money before purchases.
- Faculty Presidents, Postgraduate President and Officers, School Presidents, and Class Reps can all apply for funding from the Education 'Levelling Up' Fund. Class Representatives should consult their respective School or Postgraduate President as they will make the application on your behalf.
- Money from ELF can be used to pay for campaigns and events organised by School Presidents and Class Representatives. Examples of initiatives funded in the past include careers events, undergraduate conferences, pre-advising reception, a school newsletter, feedback sessions/focus groups, class reps meetings, student-staff tournaments, revision sessions, pre-SCCC meetings, and languages conversation classes.
- Money from the fund cannot be used to pay for alcohol.
- Events may be funded through the ELF:
 - The total amount available for an event is capped at £150
 - Exceptions to this cap can be made with advanced prior consultation with the Director of Education and the Students' Association Finance Manager (UnionFinance@)
 - Any large-scale events will fall under the Major Events Checklist, and Risk Assessment Policy, as set out by the Students' Association.
 - Applicants are not to assume funding has been granted until confirmation has been issued.
 - Changes to an event after the fund is awarded may lead to changes in the funding, or even withdrawal of funding. It is mandatory to notify **both** [doed@](mailto:doed@st-and.ac.uk) and [UnionFinance@](mailto:UnionFinance@st-and.ac.uk) of any changes applied to the event (including change of date and/or location).
 - It is the normal expectation that events funded by the ELF will make use of Association facilities, except where these are not available or suitable for the event.
 - It is good practice that events funded from the Education Levelling Up Fund have been joint events with a School or a Society. In such case, we encourage a reasonable cost splitting between both parties. If it has not been possible to find other sponsors, you should state why in the application form. If you are organising a joint event, all above mentioned guidelines continue to apply. Moreover, the same price rate needs to apply to all attendees (if the event is ticketed). This means that members of the contributing

Society cannot have a cheaper entry to an event that is co-funded by the ELF. While the ELF cannot be used to pay for alcohol at a joint event, the School or a Society can sponsor alcohol at such events.

- Events are to be open to all students on an equal basis and follow the Students' Association Equal Opportunities Policy.

Good Practice:

The Students' Association strongly encourages inter-School events that involve several School Presidents. The organisation of such events should be coordinated with the respective Faculty Presidents:

- Arts/Divinity Faculty President (artdivfp@)
- Science/Medicine Faculty President (scimedfp@)
- Postgraduate Taught President (pgrpres@)
- Postgraduate Research President (pgtpres@)

If you have any questions about the Education Levelling Up Fund, please direct them to doed@



**DIRECTOR OF
EDUCATION**

Cam S. Brown | YOUR Director of Education
1st of July 2023