Terms & Conditions of Receipt of Alumni Funding

• Providing photos and/or videos, interviews and any other necessary internal or external press and public relations materials, for inclusion in College publications and communications. These must be sent to alumnifund@royalholloway.ac.uk as soon as the money has been spent and/or a maximum of 1 week after the event has taken place.

• On social media networks owned by the club/society/recipient you are to mention that funding has been received from the Alumni Fund, to thank the alumni who donated, and include the handle '@RHBNCalumni' and the hashtag #RHandMe.

• 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

• If funds are discovered to have been spent on inappropriate items or expenses unrelated to the project as detailed in the Alumni Fund application, the College has the right to demand repayment.

• Recipients and the associated members of the society may be invited to attend donor receptions and events 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.

Payment:

• Successful applicants 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.

Invoices may take up to two weeks for payment.