**A logo with a circle and a blue circle

Description automatically generated with medium confidence**

***Updated July 2024***

**EIBF Prize Fund Competition**

**Application Form 2024/25**

**Please complete this Prize Fund application and return it to the email address at the end of the form. We kindly ask that you return this form as a Word document (not a PDF).**

**PRIZE FUND ELEIGIBILITY**

EIBF awards annual prize funds at two levels depending on the number of qualifying students (engineering, sciences and biomedical students) who take part in university enterprise competitions. Any competition with fewer than 20 qualifying students is eligible for a prize fund of £1,000. Any competition with 20 and above qualifying students is eligible for a prize fund of £3,000. In the event that your predicted number of participants falls below 20 qualifying students, please invoice EIBF for £1,000 instead of £3,000.

**TERMS AND CONDITIONS**

The terms and conditions of funding are on the final page of this application form – please read carefully as it explains the reporting requirements at the end of your competition.

|  |  |
| --- | --- |
| **TOPIC** | **RESPONSE** |
| 1. Name of organisation |  |
| 1. Name and job title of applicant |  |
| 1. Please name the competition or elective the prize money is being requested for (now referred to as the “Activity”)? |  |
| 1. Current overall number of participants in the Activity |  |
| 1. Current number of eligible participants in the Activity |  |
| 1. Can more eligible students be encouraged to participate in this competition (now or in future years)? |  |
| 1. Do you agree to promote the EIBF prize to engineers within your competition to help increase participation? | Yes 🞎  No 🞎 |
| 1. Do you agree to measure and annually track the number of engineers participating? |  |
| 1. What period of the year does the annual activity run and what are the key milestones? |  |

|  |  |
| --- | --- |
| **TOPIC** | **RESPONSE** |
| 1. Confirm that you will provide the following on the winners:    1. Names    2. degree classification    3. year of study (eg first, second, postgrad)    4. 100-word profile on the winning innovation    5. photo of the award winners of the EIBF prize? (Eg awards presentation) | Yes 🞎  No 🞎  If not, please explain what can be provided. |
| 1. Is your competition curricula or extra-curricula |  |
| 1. Will you require a representative of EIBF to attend your competition final, or any other related event?   If yes, please tell us the date and location of your event. (*Please note that we will do our best to find an attendee, but this will depend upon their availability, and therefore we cannot guarantee an attendee)* | Yes 🞎  No 🞎  Date of event  Location of event |
| 1. Any other supporting information/links you wish to submit? |  |

|  |  |
| --- | --- |
| **Key Contacts (Names, emails and phone numbers)** | |
| Activity lead | Name  Email  Phone |
| Support team member | Name  Email  Phone |
| PR/marketing contact | Name  Email  Phone  May our PR make direct contact with this person?  Yes 🞎  No 🞎 the lead person will make an introduction. |
| **Competition (The Activity)** | |
| Name of Activity |  |
| Nature of Activity – which type of competition do you run?   1. a general educational competition that is open to larger numbers of students (students may or may not go on to develop a business).      1. or a competition supporting a smaller number of students committed to an actual start-up. |  |
| Describe the Activity  Alternatively:   1. attach a document outlining the Activity or 2. provide a weblink that describes the Activity. |  |
| List all key timing/stages – ie what happens when. |  |

|  |  |
| --- | --- |
| **Promoting competition to students/grads** | |
| What internal promotion will you be doing to encourage undergraduates, graduates, postgraduates to participate? |  |
| What external promotion will you doing to encourage undergraduates, graduates, postgraduates to participate? |  |
| **Promotional Material** |  |
| What will be produced/when? |  |
| **Audience Information** |  |
| What is the total population of engineers at the university? |  |
| What is the total population of scientists at the university? |  |
| What is the total university population that is likely to see promotional messages about your Activity? |  |
| How many engineering and science undergraduates / graduates / postgraduates will see your promotional messages about your Activity? |  |
| How many undergraduates / graduates / postgraduates have participated in your Activity in the past? |  |

|  |  |
| --- | --- |
| **Winners** |  |
| Awards presentation date(s) [estimate is fine] |  |
| Where will the winners be publicised?  Timing of external announcements if any. |  |
| **Award Payments**  Payment is made to the university after a feedback report and photos on your Activity have been submitted to EIBF. | |
| Payments are made to the university, not individual winners. Please confirm you will handle the distribution of funds. | Yes 🞎 |
| **Grand Final** |  |
| We agree to encourage the winners of the EIBF prize(s) to enter the EIBC Champion of Champions Final - this event brings together the participants of the universities running competitions supported by an EIBF prize fund.  Visit our the [EIBC website](http://click.eibc.org.uk/ls/click?upn=gdojDDy-2BE7oZBQGG-2FptBuz0sz-2Fn-2B-2B9MydEBh0pLnSsCBjtHa33YnBCOaSzoPpkwLnaOA_tuBzSx7pzDIlncvp5ywcu1-2F0M3ZmjZu3IfPDAb3GXxWYzTKbsUNPLcJxmH6IFuU8u5wW3pmGa7H4A1Z5u4jhlaSxkJSzR1BCxs2BvP-2BCPhwIt8TjzW3MeTKfqve1RhJLfm7eckJcMIgWDypp5tdVpmmCBSF-2BjxK8CFEsxhaTnjNRcVDG2uQguSeHtLQA-2F2xGouCBz89nFpkYA1LoFhbcusrzj4GpgpAMxhUgHw6x93c-3D) for further information. | Yes 🞎 |

Completed by:

Name ...................................................................................................................................

Job Title ..............................................................................................................................

Address ...............................................................................................................................

.............................................................................................................................................

Date ....................................................................................................................................

Please email your completed Application Form to

[eibcompetition@eibc.org.uk](mailto:eibcompetition@eibc.org.uk)

**PLEASE SEE OVERLEAF FOR TERMS AND REPORTING REREQUIREMENTS**

**TERMS AND CONDITIONS/REPORTING REQUIREMENTS**

**University reporting requirements at the end of competition – please use the official reporting form which you can find on the** [**EIBC website**](file:///C:\Users\Cathy\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\ZX75U3QG\Please%20use%20the%20Official%20Reporting%20Form%20which%20you%20can%20find%20on%20the%20EIBC%20website)**. This contains more detailed instructions than the list below.**

1. The prize fund is paid out to the university after your report has been submitted and EIBF confirms it has all the information it needs.
2. Include PDF/images of material used to inform students about the EIBF prize (eg lecture presentations, internal posters, e-newsletters etc).
3. Provide summaries of the winners’ innovations plus the students’ names and what degree they are studying/completed. By summary we mean information that explains the innovations **(about 100 words per winning team**) and the benefits to target audiences.
4. Confirm the total number of participants and the total numbers of engineers, science, biomedical students who participated.
5. Provide a comment from you or professor on the value of the EIBF prize fund to your programme.
6. Supply a selection of **high-resolution photos** of the awards presentation: (a) general photo of the event and (b) the students receiving their awards. For examples see the [competitions page of our website](https://www.eibc.org.uk/competitions).
   1. Send PNGs or JPEGs – either on email, at a link or via WeTransfer.
   2. If there are multiple students in a team who are not able to get together for an awards presentation photoshoot, we need individual photos of each team member, and each photo must be high-resolution. **Originals can be sent over email or wetransfer.**
   3. Name all students in each photo – individual photos and prize-winning teams. If there is a university professor/advisor/sponsor in photos, name them (name and title). The names of students/professors must match the line up in the photo(s).
   4. If your event is online, ask students to provide a good quality photo of themselves – these can be photos taken on a smartphone.

**If these specifications are not followed, your prize fund payment will be delayed until these requirements are met.**

1. Supply any website or media coverage you generate on your winners – links are fine.
2. After your winners are announced, we would like to get in touch with them by email to ask a few questions about their learning experience. If it is not possible to email them directly, we are happy to do this through you; sending the questions to forward to winners.
3. Please use the EIBF logo within your promotion of the prize to your students – you can download different formats from the [EIBC website](https://www.eibc.org.uk/resource-info/eibf-logos/).
4. Provide the university Twitter and Instagram account handles so that we can follow/share content.

We look forward to working with you.  If you have any questions, please do get [in touch](mailto:eibcompetition@eibc.org.uk) and there is a [FAQs page](https://www.eibc.org.uk/faq) on the website.