**Ulster University Crowdfunding Application Form**

***Name of Leader/Group members:***

***Student Number(s):***

***Society/Department/Course:***

***Campus:***

***How many in group:***

***Email (S):***

***Phone:***

***Date of Application:***

***Project Title:***

***Please give a*** *brief* ***description of your project:***

***How much money would you like to raise?***

***What would you spend the money raised on?***

***When do you need your project funding completed?***

***Have you done anything with the project so far?***

***Who would benefit from this project?***

***How would using Ulster Uni Crowdfunding benefit your project? Could you carry out the project without the platform?***

*After you have completed a successful crowdfunding project, it can sometimes take up to 3 weeks before you receive the payment; this is something to consider when you are setting your project timeline.*

***Do you accept acknowledgement of this? (Type yes/no)***

***By submitting this form I confirm:***

* I am a member of Ulster University (Student/Staff/Alumni)
* I will give full commitment to the success of the project
* I understand I am fully responsible for the success of my own projects
* I understand my application will be monitored for content and suitability
* I will not offer financial ‘rewards’
* I will not fundraise for me or another charity
* I understand that Ulster University has the right to cancel my project if I do not fully adhere to the crowdfunding obligations. (*If you do not know what the crowdfunding obligations are (see page 3 for details).*

***Signed:***

***Date:***

Crowdfunding obligations

* You must be seen to be ‘crowdfunding’. This means that there must be a number of ‘small’ online donations made from different people to your project.
* You can add offline fundraising, as long as your minimum amount is not set at less/the same as/a small amount above this amount. Your online fundraising must exceed any offline amounts added to the fund.
* You cannot use Ulster Uni Crowdfunding as a savings pot. This means that participating members cannot each add the same amount of money in order to avail of the match funding.
* If your project has failed payments, we will allow a maximum of up to 7 days to follow up with your donors & have them retry their payments. If failed payments are still not received in this time, we will process the project without them.

*We reserve the right to withhold the match funding if we feel any of the above rules have been breached.*

DEVELOPMENT AND ALUMNI RELATIONS OFFICE

**CONFIDENTIALITY STATEMENT**

Details of campaign: Ulster University Crowdfunding

Name of organiser: Kathy Morrow, Development Officer

As a condition of using the Ulster University Crowdfunding platform, you must read and agree to the following confidentiality statement. Please read carefully and if you do not understand – or have any questions about – any part of this document, ask the Development and Alumni Relations Office for clarification.

* Data held on the Ulster University Crowdfunding platform is used exclusively for the crowdfunding appeal.
* All information is strictly confidential and is treated in accordance with the provisions of the Data Protection Act 1998: <http://www.ico.org.uk/for_organisations/data_protection.aspx>. The eight principles of the Data Protection Act 1988 are listed on the following page.
* Revealing confidential information without proper authorisation is a breach of University policy and in some cases may lead to prosecution.
* Data obtained must **not** be used for any other purpose or disclosed to any other person other than directly associated with this Ulster University Crowdfunding appeal.
* Data obtained can be used to send rewards, and up to two updates within six months of the project’s completion.
* Data obtained can only be used for this specific project, and not transferred to another project on the Ulster University crowdfunding platform.

Schedule 1 to the Data Protection Act lists the data protection principles in the following terms:

1. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless –

(a) at least one of the conditions in Schedule 2 is met, and

(b) in the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met.
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under this Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

**I have read and understand the above statements. I agree to safeguard the integrity, accuracy and confidentiality of the information to which I am granted access.**

Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_