



**The Scottish Government**  
Riaghaltas na h-Alba

**FRESH TALENT  
CHALLENGE FUND  
(International Students)**

Application Form and Guidance  
2008/09

**Please read the Fresh Talent Challenge Fund (International Students) Information Note in conjunction with this guidance.**

Please note that the Fresh Talent Challenge Fund (International Students) application form is available at [www.scotlandistheplace.com/challengefund](http://www.scotlandistheplace.com/challengefund) and on the Government's website at [www.scotland.gov.uk](http://www.scotland.gov.uk). Applications can be submitted electronically. Remember to retain a copy of your application for your own reference.

**Please return applications by 2 May 2008 to:**

**Emma Harvey  
Scottish Government  
Europe, External Affairs and Culture Directorate  
Fresh Talent Policy Team  
Area 2-H (North)  
Victoria Quay  
EDINBURGH  
EH6 6QQ**

Alternatively, email to: [ftchallenge@scotland.gsi.gov.uk](mailto:ftchallenge@scotland.gsi.gov.uk)  
(this e-mail address should also be used for any enquiries about the Challenge Fund)

**An acknowledgement will be sent on receipt of your application form.**

## **GUIDANCE NOTES FOR THE COMPLETION OF THE CHALLENGE FUND (INTERNATIONAL STUDENTS) APPLICATION FORM**

### **Section 1 – Contact Details**

Applicants should insert the name and contact details for the person who is acting as the main contact for the project. This is the name and address which will be used for all correspondence relating to this application.

Applicants should also provide a brief summary of their international student recruitment activity – for example, numbers of international students studying at the institution(s) and how international recruitment is carried out.

### **Section 2a – Achievements to date: 2008/09 Year 1 funding**

**This section should only be completed if this application is for Year 2 funding to help sustain existing projects/activities that received support from the 2007/08 Challenge Fund. Projects which have received funding for 2 years will not be considered for further funding.** Please also tick the appropriate box at the top of page 1 on the application form and there is NO requirement to complete section 2b.

Please outline the key achievements and demonstrate what proposed objectives and targets are expected to be met as a result of 2007/08 funding, and how it will satisfy the aims of the Fresh Talent Challenge Fund (International Students) as detailed on the information note.

**Please note that if you intend to submit an application for funding for any new projects/activities, then you must complete a separate application form.**

### **Section 2b – Description of Existing Activity**

**This section should be completed for all new applications**

The Fund is intended to support new activities or an expansion of existing activities to cover new target groups or geographical areas: it is not intended to fund activities already being supported through other means. Applicants are therefore required to demonstrate how the proposed activity will add value to existing arrangements by describing all activities underway to support international students during their studies. This should include welcome events, handbooks, etc. Information should be provided about the numbers of students currently supported, the timescales and geographical coverage and the partners involved.

### **Section 3 – Project Proposal & Financial Information**

This section should include a list of all partners who will be involved in delivering the different elements of all the projects/activities.

**Please complete one sheet per project/activity.**

Applicants should provide a full description of their proposed project/activity. This should include a description of the activities to be organised, the number and types of students to be targeted (e.g. 2<sup>nd</sup> or 3<sup>rd</sup> year; postgraduate students; etc), the timetable for activities and (where appropriate) how individual partners will be involved. This description should also cover the objectives and planned outputs and outcomes for the project.

Applicants should also provide full financial information for each project/activity for the academic year September 2008 – September 2009. Because the academic year spans two financial years this should include full costings for the project broken down to specify expenditure to **31 March 2009**, and any expenditure to be incurred after that date up until **30 September 2009**. Details of what the expenditure will fund, how much is being sought from the Government, and other partners' contributions should also be included.

Projects already in receipt of Challenge Fund support are eligible to apply for funding in Year 2 to help them with their plans for longer-term sustainability. However, requests for Year 2 funding must clearly demonstrate how further funding from the Challenge Fund is necessary and will assist in securing funding from other partners beyond Year 2. It is expected that partners will play a greater role in supporting the programme in Year 2, and, as a result, any funding provided from the Challenge Fund will be at a reduced level than in Year 1 (up to a maximum of two-thirds of Year 1 funding). Projects which have received funding for 2 years will not be considered for further funding.

### **Section 4 – Summary - Programme of Project/Activities**

Applicants should provide a full summary of the programme of all projects/activities for 2008/09, demonstrating the links and how each project/activity complements the others and gel together.

### **Section 5 – Financial Information – Total Bid**

Applicants should provide totals for each project/activity and the overall total bid amount, broken down to specify expenditure to 31 March 2009, and any expenditure to be incurred after that date, but before the end of the 2008/09 academic session on 30 September 2009.

**Please Note: If your project is successful the information contained in sections 3, 4 and 5 will form the basis of any grant offer. It is therefore important that your proposals are realistic and achievable within the timescale and budget outlined.**

## Section 6 – Project Mainstreaming

The Challenge Fund is intended to kick-start activities which will support **employability activities** for international students.. It is therefore expected that most projects/activities will continue after Challenge Fund support has ended. Applicants should therefore describe how they propose to take forward the activities to support international students in future years, including which partners will be involved, and how activities will be funded. **If this application is for Year 2 funding, please give details of how the projects/activities will be sustained beyond this final year of Challenge Fund support.**

## Section 7 – Equal Opportunities

The Scottish Government is committed to promoting equal opportunities and mainstreaming of equality. The Scotland Act defines equal opportunities as “the prevention, elimination or regulation of discrimination between persons on grounds of sex or marital status, on racial grounds, or on grounds of disability, age, sexual orientation, language or social origin, or of other personal attributes, including beliefs or opinions, such as religious beliefs or political opinions.”

Applicants will be expected to ensure that, in carrying out the proposed projects/activities, they and anyone acting on their behalf will comply with the law, and in particular will not commit any act of discrimination which is unlawful under the terms of the Sex Discrimination Act 1975, the Race Relations Act 1976 as amended, or the Disability Discrimination Act 1995.

Applicants are therefore asked to confirm that their organisation(s) have strategies and/or policies in place to ensure compliance with the above legislation or, if not, how else they are able to demonstrate appropriate compliance.

Scottish Government  
February 2008

**FRESH TALENT CHALLENGE FUND (INTERNATIONAL STUDENTS)  
APPLICATION FORM 2008/09**

**Applicants should complete the form in black ink. Please refer to the Application Guidance Notes for help in filling out the form.**

**Please tick one box only**

**Application for new Programme of Projects/Activities**

Please complete sections 1, 2b, 3, 4, 5, 6 and 7

**Application for Year 2 funding to sustain 2007/08 Projects/Activities**

Please complete sections 1, 2a, 3, 4, 5, 6 and 7

**Section 1 – Contact Details**

Applicant's Contact Name:

Position:

Institution:

Contact Address:

Postcode:

Telephone:

Fax:

E-mail:

Website:

Please provide a **brief** description of your institution(s)' international recruitment activity, including numbers of international students currently studying at your institution(s).

**Section 2a – Achievements to date of 2007/08 Year 1 funding**

Please outline the key achievements and demonstrate what proposed objectives and targets are expected to be met as a result of 2007/08 funding and how they fit with the aims of the Fresh Talent Challenge Fund (International Students) .

(200 words maximum – please continue on a separate sheet, if necessary.)

**Section 2b – Description of Existing Activity**

Please describe existing activity undertaken by your institution(s) to support international students at the beginning, during, and towards the end of their studies. This should include details of all partners involved, resources deployed, frequency of activity, target groups, etc.

(200 words maximum – please continue on a separate sheet, if necessary.)

**Section 3 – Project/Activity Proposal & Financial Information**

Name(s) of Institution(s)/ Partners for all projects/activities

Please describe proposed project/activity. This should include details of proposed projects/activities; target groups; numbers involved; where the project/activity is a collaborative venture, roles of each partner; geographical coverage; timescales; objectives; planned outputs/outcomes and financial information.(Please continue on a separate sheet, if necessary.)

**Proposed Project/Activity - 1**

**Target Groups and Numbers**

**Roles of Partners**

**Geographical Coverage**

**Timetable**

**Objectives**

**Targets – Outputs/Outcomes**

**Financial Information**

Please set out costs of the project/activity (e.g. advertising, transport, venue hire, equipment), details of what funding will be used for; the level of funding being requested from Scottish Executive (broken down by financial year; and other funding sources (confirmed or being sought).

	<b>Financial Year 2008/09 (to 31/3/09)</b>	<b>Financial Year 2009/10 (to 30/9/09)</b>

Please describe proposed project/activity. This should include details of proposed projects/activities; target groups; numbers involved; where the project/activity is a collaborative venture, roles of each partner; geographical coverage; timescales; objectives; planned outputs/outcomes and financial information.(Please continue on a separate sheet, if necessary.)

**Proposed Project/Activity - 2**

**Target Groups and Numbers**

**Roles of Partners**

**Geographical Coverage**

**Timetable**

**Objectives**

**Targets – Outputs/Outcomes**

**Financial Information**

Please set out costs of the project/activity (e.g. advertising, transport, venue hire, equipment), details of what funding will be used for; the level of funding being requested from Scottish Executive (broken down by financial year; and other funding sources (confirmed or being sought).

	<b>Financial Year 2008/09 (to 31/3/09)</b>	<b>Financial Year 2009/10 (to 30/9/09)</b>

Please describe proposed project/activity. This should include details of proposed projects/activities; target groups; numbers involved; where the project/activity is a collaborative venture, roles of each partner; geographical coverage; timescales; objectives; planned outputs/outcomes and financial information.(Please continue on a separate sheet, if necessary.)

**Proposed Project/Activity - 3**

**Target Groups and Numbers**

**Roles of Partners**

**Geographical Coverage**

**Timetable**

**Objectives**

**Targets – Outputs/Outcomes**

**Financial Information**

Please set out costs of the project/activity (e.g. advertising, transport, venue hire, equipment), details of what funding will be used for; the level of funding being requested from Scottish Executive (broken down by financial year; and other funding sources (confirmed or being sought).

	<b>Financial Year 2008/09 (to 31/3/09)</b>	<b>Financial Year 2009/10 (to 30/9/09)</b>

#### Section 4 – Summary - Programme of Project/Activities

Applicants should provide a full summary of the programme of all projects/activities for 2008/09, demonstrating the links and how each project/activity compliments the others and gel together.

#### Section 5 – Financial Information – Total Bid

	Financial Year 2008/09 (to 31/3/09)	Financial Year 2009/10 (to 30/9/09)
Project/Activity - 1		
Project/Activity - 2		
Project/Activity - 3		
<b>Total</b>		

#### Section 6 – Project Mainstreaming

The Challenge Fund is intended to kick-start activities. Please describe how activities being proposed will be sustained beyond this funding period, including details of funders. **If this application is for year 2 funding please give details of how the projects/activities will be sustained beyond the final year of Challenge Fund support.**

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<b>Section 7 – Equal Opportunities</b>
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<p>Please confirm that your organisation(s) have strategies and/or policies in place to ensure compliance with the above legislation or, if not, how else they are able to demonstrate appropriate compliance.</p>
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**Signature of Lead Contact**\_\_\_\_\_

**Date**\_\_\_\_\_

**Please return completed application forms by 2 May 2008 to:**

**Emma Harvey  
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