



Patron Sir John Ritblat

APPLICATION PACK

IPFET University & Business School Grant Programme

The Investment Property Forum Educational Trust is one of the leading property industry charities. It exists to advance education in connection with investment property. It also supports and promotes research into the operation of the property investment market and has funded a range of leading projects.

One of the Trust's current initiatives involves supporting academic institutions in the delivery of post graduate property investment education. The Trust is making a substantial amount of money available to fund a range of appropriate projects and its objectives are to assist academic institutions:

- 1. Recruit top flight students at a post graduate level;**
- 2. Encourage new and retain existing staff; and**
- 3. Develop and enhance property investment courses.**

The Trustees will consider providing funding for a range of initiatives, including:

- Post doctoral research fellowships
- Research assistant appointments
- PhD/MPhil bursaries*
- General faculty developments (eg. grants for learning resources)
- Taught post graduate scholarships
- Academic and dissertation prizes.

In judging applications, the Trustees will usually prioritise applications with tangible outcomes which will have an 'enduring benefit' for the Department, University and/or industry as a whole.

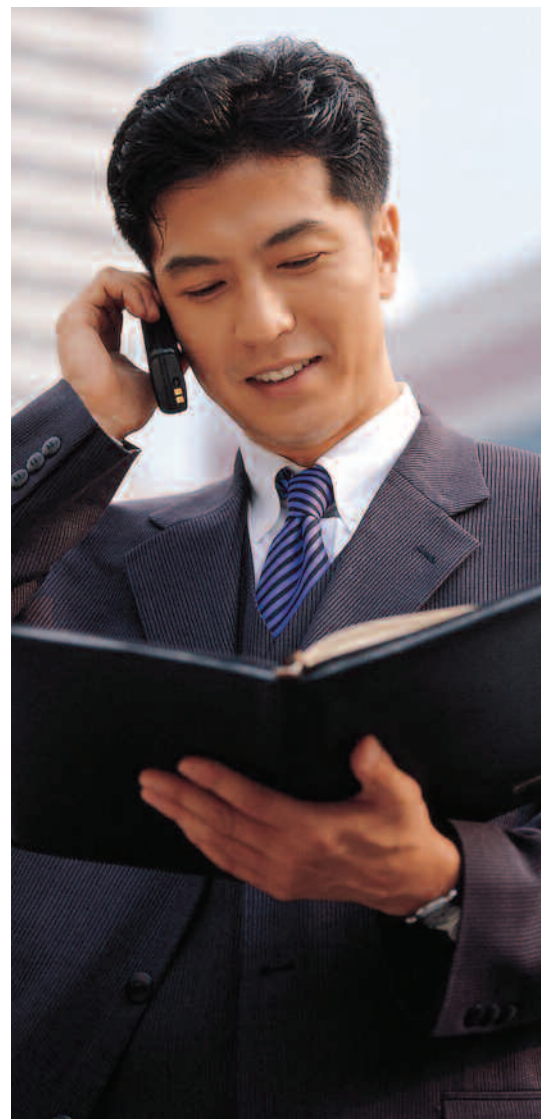
Recent grant recipients have included:

- **Sheffield Hallam University** Support for pan European web-based portfolio management simulation for post graduate students.
- **Saïd Business School** Funding for the real estate investment and management elective on the Oxford University MBA programme.
- **London School of Economics** Research and travel grants for real estate academic staff members and PhD students.
- **University of Cambridge** Sponsorship of a real estate teaching fellowship.
- **University of Aberdeen** Sponsorship of a series of post graduate dissertation prizes.

* Via a separate application process – see Note 1

Application Guidelines

- 1 Applications are invited from Universities and Business Schools offering, or aspiring to offer, real estate investment education at a post graduate level.
- 2 The Trustees will usually prioritise awards which offer an enduring benefit to the Department, University or industry as a whole; give a tangible outcome for the applicant and IPFET; and where ever possible can reflect the IPFET as a 'partner' in the initiative.
- 3 The types of initiatives might include:
 - a. Funding research assistants
 - b. Taught programme post graduate scholarships
 - c. Provision of PhD/MPhil bursaries
 - d. Dissertation grants
 - e. Annual prize awards
 - f. Post doctoral research fellowships
 - g. Faculty support (for example new course and syllabus development; investment in learning resources [library, IT, case studies etc] and field trips, travel grants etc)
 - h. Research sponsorship.
- 4 Applicants should keep in mind that The Charities Act 2006 imposes a legal obligation on the Trustees of charities to satisfy themselves that any grants made by the Trust are (a) for one of the charitable purposes defined in the Act, of which only research and education are relevant to IPFET, and (b) are of public benefit.
- 5 The IPFET Grants Committee usually meets quarterly in February, May, August and November of each year to consider applications that have been received during the previous quarter.
- 6 Applications for grants should typically be submitted no later than the last working day in January, April, July and October to be considered at the following quarterly Grant Committee meeting.
- 7 Where possible, and if no further information is required, the aim of the Trustees is to report decisions to the Universities within one month of the Grants Committee meeting.
- 8 Any research should be in keeping with the IPFET's wider objectives.
- 9 The maximum commitment the IPFET will make is for a three year period.
- 10 Award recipients will need to:
 - a. Take responsibility for the administration and running of the project to an agreed timetable for which the award has been made.
 - b. Liaise on a regular basis with the nominated member of the Grants Committee.
 - c. Formally report to the Trustees at specified stages throughout the project and at the end of the process.
 - d. Publicise in an appropriate manner the involvement and role of the IPFET.
 - e. Actively engage with the IPFET and the wider industry in an appropriate way – for example disseminate the findings of a research project at industry events.



- 11** The IPFET will look for appropriate recognition and publicity, for example:
 - a. Naming the award after the Trust, if appropriate
 - b. Giving publicity in University literature and on websites.
- 12** The Trustees recognise that the level of detail appropriate to any submission will depend upon the nature of the support which is sought, and will not expect the same level of detail to support one of their smaller grants.
- 13** The Trustees will monitor the progress of the initiatives being funded on a regular basis and reserve the right to request regular progress reports as appropriate.

Notes on Making Applications

- 1** For PhD/MPhil research applications, a separate application process must be followed and a different form completed. Details and forms are available on the IPFET website located at www.ipf.org.uk.
- 2** In addition to the completed form, applicants are required to submit on a maximum of two A4 sheets further details about the department/school and course(s) that will benefit from the grant. For example, for established real estate departments please include details about the real estate investment courses on offer, the number and type of students you have, details of the academic faculty and how long your courses have been running etc. Alternatively, give details of your plans for any new courses. The Trustees would also like to know the results of your most recent Research Assessment Exercise, whether you have any MPhil/PhD students registered, how many completions within the last three years and how much external research income you have generated in the last three years. Where relevant, curricula vitae for those who will undertake any projects or benefit from any grants should also be submitted.
- 3** In addition to the completed form, applicants are required to submit on a maximum of two A4 sheets a summary of the proposed project, defining the potential benefits in particular commenting upon the tangible outcomes which will have an 'enduring benefit' for the Department, University and/or industry as a whole.
- 4** If regarded essential to the application, additional material may be submitted, but the Trustees will pay prime regard to the substance and cogency of the summary referred to above.
- 5** The Trustees may need to ask for further information concerning the project if from the applicant's description the Trustees are not clear that the Charitable Purpose and Public Benefit tests (see Guideline 4 above) will be met.
- 6** Applicants should bear in mind that they may be called for interview by the Trustees.



- 7 If the Trustees decide to make a grant to meet part only of the cost of a project, this may be conditional on the balance of money required being secured from elsewhere.
- 8 Applications can be made in hard copy via post or electronically via email.

The completed form and accompanying documents should be returned to:

**Amanda Keane
Investment Property Forum Educational Trust
c/o IPF
New Broad Street House
London EC2M 1NH**

**Email: ak@lindfield58.freemove.co.uk
Tel: 07973 653841**





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Application for Financial Assistance

If you are preparing a separate form of application, it is important that it maintains the format of this document and addresses all of its questions.

1 Type of project

(Bursary, scholarship, research, general faculty support, other etc)

2 Name and details of University/Business School applicant

Further details about your department/school should be added on an accompanying sheet (maximum 2 sides of A4) see note 2.

3 Project summary

Fuller details of the project, including its objectives and its expected benefits should be submitted on an accompanying sheet (maximum 2 sheets of A4). See note 3.

4 Cost of project

a. Total cost and breakdown into principal elements. Please specify VAT separately if applicable.

b. What is the amount being sought from the Trust?

c. Who else will be funding the project?

d. What will be the cash flow needs of the project?

5 When is the project planned to begin *and* to finish?

6 Who will be supervising the project?

7 Who will be undertaking the project?

8 How do you propose to give recognition to the IPFET?

9 Other factors which you wish to bring to the Trustees' attention.

Name of applicant

Position

Address

Tel no

Fax no

E-mail:

I have read and agree to the terms of the Trust's "Guidance" on making applications that were issued with this application form. I confirm that the details given above are correct and I acknowledge that these details may be provided to a third party individual or organisation for the purpose of processing the application, including peer review of the application.

Signature

Date