Enterprise Enhancement Scheme
Application Guidance

These guidance notes are for use with OCA's Enterprise Enhancement Scheme application form. The application form is to seek funding from the scheme to support enterprise activity.

This scheme is available to all OCA students studying at Stage Two (HE5) and Stage Three (HE6). Students applying individually can be awarded £100 from the scheme. For students applying as part of a group, the amount available is £150 per student in the group. Students can make one application per Stage of study e.g. one application at Stage 2, and one application at Stage 3.

Students must be enrolled to a unit of study with OCA when submitting their application e.g. if you have withdrawn from your degree or have received your final Level 3 assessment results, you are not eligible to apply.

The activities funding is sought for must take place on or before 31st July, the end of an academic year, in order to be eligible. If the proposed activity is after this date, students should apply to the next year's scheme.

What can this funding cover?

The funding applied for can cover costs and expenses relating to Enterprise activity, whether this be individual or group costs. This may be to cover:

- Exhibition/Conference fees - ticket costs
- Exhibition fees/Conference - cost of set up
- Travel costs to the above
- Physical materials - art materials, installation equipment etc.
- Digital materials - journal article access, software packages, subscription charges etc.

This funding is not available to cover subsistence costs, costs relating to OCA courses including tuition fees, or to support activity covered by OCA courses.

In the application details section, you are asked to outline what it is that you are applying to cover. This can be a project or other enterprise activity. Your outline of the activity should include a brief overview of the project or activity, dates of when the project or activity will be running, an overview of any known costs, and any anticipated costs. The next section asks you to detail the impact you hope the funding will have. Here you should go into more detail, explain why you are looking to do the project or activity, how the funding will enable you to engage in this activity, and particularly how this will help your longer term aspirations. Please keep to the space provided within the application form.

How to apply?

Upon completion of the application form, you should email this and any supporting documents you may wish to provide to enterprise@oca.ac.uk. Submitted applications will be considered and responded to with a decision within five working days unless stated otherwise. Applications are considered and approved by the Head of Student Services.

Declaration and signature

Take care to check and agree to the declarations before submitting your application. If you are unable to include an electronic signature, please type your name into the field and return the document by email. Using your OCA email account to submit this will act as an electronic signature.

If you have any questions or need assistance with this form, please contact enterprise@oca.ac.uk.