Annual Fund 2016: Broadening the educational experience

**Application form**

Please read our guidance notes before completing this form. You can also seek advice from the Development team before submitting your application – please email annualfund@qmul.ac.uk

|  |  |
| --- | --- |
| **Your name** |  |
| **Job title** |  |
| **Department or group** |  |
| **Email** |  |
| **Telephone** |  |
| **Project title** |  |
| **Project cost (total)** |  |
| **Amount requested from us** |  |

**Which strand of funding are you applying for?**

Employability □ Community □ Student financial support □

Student experience for School of Medicine and Dentistry □

(If more than one, please tick all that apply and mark the most relevant with an asterisk)

**Please summarise your project and the difference it will make in no more than 50 words.**

Remember our panels are looking for projects with direct and immediate impact for our students.

**Why is your project needed? (300 words max)**

What evidence do you have of the need or opportunity?

**How will you address this need? What will your project do? (500 words max)**

Please include details of who will be involved and when activities will happen in your project outline. Who will be managing the project? What are the risks? What arrangements are there for marketing/promotion? Will you be working with children or adults at risk, and what arrangements will you make for this? Remember our panels are looking for projects which are well planned.

**Who will benefit, and how? (500 words max)**

Please refer to the examples of outcomes in our guidance notes. We will assess your application in terms of value for money – please say how many students and others will directly benefit, whether volunteers will be involved and how, the outputs and outcomes you are expecting, and how you will measure these outcomes.

**Please outline your budget, with a breakdown of costs and any expected income**

If you are asking us for only part of the funding, please specify the amount and what it will be used for.

**What other funding have you applied for and/or received to date?**

**If the project has taken place before, where did the funding come from? Will that funding continue?**

**How will the project be funded in future years? (if applicable)**

We will assess your application in terms of future sustainability – please say how it can be supported in the future.

**Why are you the best group/person to carry out this work? Why do you want to do it? (300 words max)**

Please complete all applicable fields in as much detail as possible/relevant and return to annualfund@qmul.ac.uk no later than midnight on 29 April 2016.

Appendices with budget detail etc are welcomed.