

## Future Global Leaders Forum 2019

### Project Stream 1: Step Up Grants

Apply to the **Future Global Leaders Forum Fund** for funding to implement projects that enhance campus or academic life. This is an open call inviting students to **step up** and propose the changes you want. The maximum amount for an award is £500.

*Although not a requirement for funding, projects involving multi-national teams will be prioritised.*

#### Funding Categories:

1. Promoting integration and diverse campus communities
2. Encouraging cultural awareness or acceptance
3. Improving international student experience
4. Making a more welcoming space for all

#### GUIDANCE NOTES

This sheet provides guidelines for applying for the funding. This is a competitive process, so please ensure that you read these guidance notes carefully before you submit your bid.

#### Eligibility

- Proposals must be aligned to one of the above funding categories
- All current Queen Mary students are invited to apply
- Projects involving diverse and multi-national teams will be prioritised
- Retrospective bids are ineligible – all applications must be in advance of any spending and in advance of the event/activity taking place
- Donations or affiliations to a charity or political body are ineligible
- Funding will not be allocated for alcoholic drinks. Food and soft drinks will only be eligible where it is a core part of the event and when prepared according to QMSU guidelines
- Funding may be used to supplement other awards, if the proposal is aligned to one of the funding categories

#### The application process

- Applications must be submitted via the online form for Stream 1. Only complete applications submitted online will be considered.
- The application deadline is **Monday, 14 January 2019 at 11:59 pm**. Late applications will not be accepted
- Funding decisions will be communicated to the lead applicant via email.
- Proposed activities / events should be completed by mid-March

#### Application checking

You are encouraged to have your application checked in Careers & Enterprise before submission. To book an appointment to check your application, either contact Careers & Enterprise by phone 020 7882 8533 or visit the Careers & Enterprise Reception located in Room WG3, Queens Building. Appointments are available on campus or by skype/phone.

## **Award of Funds / Conditions of Funding**

- Funds may only be used for the purpose for which they are awarded. Awardees will be required to evidence in the final report how funds were spent, through receipts
- All unspent funds shall be returned to the Future Global Leaders Forum Fund for reallocation, by a specified date
- If proposing to hold an event, you must check in advance if you require public liability insurance and indicate this on your application.

### **In submitting an application, the applicant(s):**

- 1) confirm(s) that all information given in the form and in any supporting information is complete and accurate in all respects;
- 2) consent(s) to data (including personal data) given in this form and in all supporting documentation (being processed in accordance with data protection legislation);
- 3) agree(s), if funding is granted, to comply with the Conditions of Funding and any other conditions imposed in relation to the funding;
- 4) agree(s), if funding is granted, to submit a report on the project in a prescribed form and to provide progress updates upon request;
- 5) agree(s) to refund any underspend at the end of a project, immediately upon request;
- 6) agree(s) to participate in requests for feedback on the application process or project delivery
- 7) agree(s) that the team will be represented at the Global Leaders Summit, and deliver a presentation on the project and its outcomes.

### **The application form**

There are **17 questions** on the online application form distributed over 5 pages.

**Question 1** is about the project: Name of project; Total number of applicants; Number of nationalities represented among the applicants; Funding amount requested.

**Question 2** is the contact details of the lead applicant (Name: QMUL student number; QMUL e-mail address, Mobile phone number). You must designate one lead applicant for correspondence regarding the application. The lead applicant will be the nominated budget holder who agrees to manage transactions on the project behalf.

**Question 3** requires details of all applicants, each must contribute to the project. For every applicant, list their First Name and Surname, QMUL student number, School, Status (Pre-Undergraduate Foundation, Undergraduate, Pre-Masters, Postgraduate Taught, Postgraduate Research), Expected year of graduation, Nationality; Gender

Projects involving diverse and multi-national teams will be prioritised.

**Question 4** designates under which funding category your project falls. There are four categories:

1. Promoting integration and diverse campus communities
2. Encouraging cultural awareness or acceptance
3. Improving international student experience
4. Making a more welcoming space for all

**Question 5** outlines the **proposal and rationale**. Here you describe the project or activity, including the need for it and how this need was identified. Indicate how your application links to the selected funding category.

**Question 6** asks about the **project outputs and impact** the funding would have if your bid is successful. Give details of the nature and number of activities, events or sessions the project involves, how many people it is estimated will benefit from the project, who these people are and the impact that it will have.

**Question 7** asks for the details of **timing and location** - when and where the project will take place and for how long it will run.

**Question 8** requests **marketing of the project** - details of how the project will be promoted.

**Question 9** is **management and delivery** - details of how the project will be managed and delivered, including the contributions from each applicant.

**Question 10** requests details of **monitoring and evaluation** - how the impact and the outputs of the project will be monitored, measured and evaluated.

**Question 11** is the total budget request. The maximum amount for any award is £500.

**Question 12** requires a detailed breakdown of costs. All costs must be itemised and justified.

For every proposed item, indicate the quantity, price and source of the pricing. If your proposal includes more than one type of activity, organise the breakdown of your budget to clearly show this. The more detail you provide will help with the success of your bid.

**Question 13** requires declaration if you are organising, or have already organised, any fundraising/sponsorship in addition to this funding request, or have received funding for related work.

**Question 14** concerns safeguarding if the project involves working with adults at risk or children. If so, give full details of arrangements made or to be made to ensure safe practices, including:

- 1) appropriate risk assessments are carried out
- 2) all appropriate disclosure and barring service (DBS) checks are made
- 3) all appropriate safeguarding procedures are in place and are implemented

If funding is awarded, you will be asked to provide the DBS check and agree to recording of the DBS disclosure number. This must be current and either completed within the last 6 months or specifically for this project. You are also expected to commit to ensuring all volunteers involved with the project are DBS checked before they commence involvement.

**Question 15** requires details of arrangements to be made, or already made, to ensure appropriate risk assessments are carried out; all appropriate insurance cover is in place; health and safety requirements are complied with; and any food must be prepared according to QMSU food hygiene documents.

**Question 16** requires signature of the lead applicant and commitment to the conditions of funding, on behalf of all applicants.

**In submitting an application, the applicant(s):**

- 8) confirm(s) that all information given in the form and in any supporting information is complete and accurate in all respects;
- 9) consent(s) to data (including personal data) given in this form and in all supporting documentation (being processed in accordance with data protection legislation);
- 10) agrees(s), if funding is granted, to comply with the Conditions of Funding and any other conditions imposed in relation to the funding;

- 11) agree(s), if funding is granted, to submit a report on the project in a prescribed form and to provide progress updates upon request;
- 12) agree(s) to refund any underspend at the end of a project, immediately upon request;
- 13) agree(s) to participate in requests for feedback on the application process or project delivery
- 14) agree(s) that the team will be represented at the Global Leaders Summit, and deliver a presentation on the project and its outcomes.

**Question 17** is the date of signature and application submission.

### **Criteria for Selection**

Provide as much detail as possible. Detail is important for the selection panel to evaluate your proposal. Considerations for review of applications will include:

- Is the proposal aligned to at least one of the funding categories ?
- Is the applicant team diverse and multi-national, with each applicant making a defined contribution ?
- What is the impact and how many students will benefit ?
- Have the applicants considered how the event will be implemented, managed and evaluated ?
- Has the application form been completed correctly and completely and was a suitable effort invested in completing it ?
- Is the budget request realistic and fully justified ?
- Were specific costs fully investigated ?