**Please send completed forms by email to** [**Academic.Services@ed.ac.uk**](mailto:Academic.Services@ed.ac.uk) **by 16th February. Feedback to applicants will be provided by email and copied to the Head of School/Support Department and budget holder.**

**Conditions of Funding**

* Projects must be completed (and all funds spent and included within AY 2017/18 Accounts) by no later than 1 July 2018.
* Dissemination of findings and good practice from funded projects in the form of an end of project report (a pro forma will be provided). You may also be invited to attend and potentially present at internal events and sector-wide events.
* All funds provided must be managed in accordance with University policy and procedures (HR, procurement, etc.), paid into a departmental account and must be used to support new activity.
* Funds will be awarded up to a maximum of £500 however the panel may consider exceptions to this limit if they feel that there is a justifiable reason.
* The panel will decided whether full or part funding will be offered and where applications have been unsuccessful.

**Project Contacts**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project lead** | **Email address** | **Staff/student** | **School/**  **Support Dept** |
|  |  |  |  |
| **Project Team members** | | **Staff/student** | |
|  | |  | |
|  | |  | |
|  | |  | |
|  | |  | |
| **Name of proposed budget holder** | | **Email address** | |
|  | |  | |
| **Name of Head of School/Support Department (or equivalent)** | | **Confirm that this person supports the application** | |
|  | | YES / NO | |
| **Transfer of funds information** | | | |
| Job code | |  | |
| Cost Centre | |  | |
| Contact name for transfer of funds | |  | |
|  | |  | |

**Project Information**

|  |  |
| --- | --- |
| **Project title** |  |
| **Project description** | 3 – 5 paragraphs |
| **Timescales** | Proposed key timings |
| **How the project meets the criteria outlined in the guidance document** | 3 – 5 short paragraphs or bullet points  Cover:   * Alignment with one of the key themes identified in the Student Partnership Agreement. (see criteria section of the guidance document) * Student and Staff involvement * The potential of the project to make a measurable impact on enhancing the student experience and for wider implementation (including how successful activity could be sustained in future years) |

**Project Costing**

|  |  |  |  |
| --- | --- | --- | --- |
| **Expenditure** | **Detailed breakdown of all costs** |  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
| **Total cost of the project** | £ | |
| **Sum requested** | | £ | |
| **Other funding awarded/applied for**  **(if applicable)** | | £ | |