**STUDENTS’ UNION FUND**

**Application Form**

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| --- |
| **YOUR DETAILS** |
| Lead Contact First & Last Name |  |
| Student Number |  |
| Contact email address |  |
| Contact telephone number |  |
| Course  |  |
| Year |  |
| Department  |  |

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| --- |
| **DETAILS OF ANYONE ELSE IN YOUR GROUP** |
| Name | LSE Student Number (if applicable) | Contact Email | Course and Year of Study (if applicable)  |
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**PROJECT OUTLINE**

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| --- | --- |
| Project Title |  |
| What is the aim of your project? |  |
| Please give a description of your project (300 word limit): |  |
| Please give details of your target audience (max 50 words): who would you like or expect to attend your event or participate/ experience your project |  |

|  |  |
| --- | --- |
| Proposed delivery, launch or single event date |  |
| Full duration of the project |  |

If you are planning an event where will it be held?

|  |  |
| --- | --- |
| I would like to book a venue, but don’t yet have space confirmed  | YES / NO |
| If you already have a venue/location confirmed, please give full address: |  |

**PROJECT DETAILS**

Please use this section to demonstrate how your project meets the funding criteria.

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| Please tell us how your project or event will have a positive educational impact? (Maximum 150 Words) |
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| Please tell us how your project or event will have a positive impact on the health and wellbeing of LSE students? (Maximum 150 Words) |
|  |
| Please tell us how your project or event help to build community at LSE and/or in the local community? How will you ensure you reach out to differing student demographics? (Maximum 200 Words) |
|  |
| How will this funding help your project to become sustainable? (100 words max) |
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**PROJECT BUDGET**

Please give an outline of your full project budget below. Please see example budgets in guidance document. Note that we expect some evidence for your proposed budget to ensure costs are realistic *Please ensure you attach supporting information (i.e.. Links and images) as part of your email along with this form*.

Your Budget (please add in extra lines if needed):

|  |  |  |
| --- | --- | --- |
| Item | Needed for | Estimated cost |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |
| Total Amount Requested from SUF: | £ |

|  |
| --- |
| If you would like to add any further comments about the amount you are requesting, please do so below: |
|  |

**PROJECT EVALUATION**

As part of this funding, you will be expected to write a report on how you have impacted the three main criteria (education, wellbeing and community), as well as writing a communications piece about your project that the Students’ Union will publish.

Please give a detailed plan of how you will evaluate this project. In your evaluation, you must also illustrate how you will:

* Gather data on project participation
* Make the project have a sustained impact

Max 300 words.

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The Students’ Union Fund (SUF) currently offers a maximum bursary amount of £15,000 per project. If you would like to use the budgeting space above to cost your whole project beyond this amount please do so: you might find this useful to help you in the planning stages of your project.

 Please read the guidance document to see detailed funding limits.

Successful applicants must keep receipts for project costs and will be reimbursed for approved spending after they have completed the short online feedback form and submitted text and/or photos of your project for the SUF blog.

To submit this application form, please save the document as a .PDF file and email su.engagement@lse.ac.uk with the subject heading as “SUF Application”

Please make any invoices out to:

London School of Economics Students’ Union

Saw Swee Hock Students’ Centre

1 Sheffield Street

WC2A 2AP

***Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

*If submitting this form digitally typing your full name will be accepted as your signature*