**The Convocation Trust**

**Grant Application Form**

*Guidance regarding grant applications to the Convocation Trust is available*[here](https://www.london.ac.uk/alumni-supporters/alumni/convocation-project/funding-convocation-trust)***.***

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| **Project** |
| Title of Project | *Please ensure the title reflects effectively the nature of the project.* |
| Name of institution | *Eg. UoL, UCL, KCL, RVC, RHUL etc.* |
| Name of department, institute or school | *Eg. IHR, SHL, Department of Economics etc.* |
| Executive summary of project | *Please provide an executive summary of the proposed project. (Word limit: 200 words.)* |
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| **Aims and Objectives** |
| What is the context of the project?  | *Please make reference to wider department projects and budgets, as well as the strategic objectives of your institution. (Word limit: 200 words.)* |
| What are the aims of the project? | *Please detail the specific aims and objectives of the project. (Word limit: 200 words.)* |
| How will the project benefit the community of the University of London Federation? | *Please detail how the project will further the purposes of the University of London Federation and / or benefit the community of the Federation. (Word limit: 200 words.)* |
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| **Impact**  |
| How will you measure the outcomes and impact of the project? | *Please detail how you will evaluate the impact of the project.* |
| How will the project provide long-term benefit to the community of the University of London Federation? | *Please detail the tangible ways the project will provide long-term benefit to the University of London Federation and its community.* |
| When will you report on the outcome(s) and impact of the project? | *Please state when you plan to submit an evaluative report on the outcomes of the project to the Committee of Management.* |
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| **Budget** |
| What is the total grant requested? | *Please state an exact value (£), inclusive of any VAT payable.*  |
| Please outline the budget for the project. | *Please include costings for everything you propose to deliver as part of the project.* |
| What human resource will be required to complete the project? | *Please outline the staff or student resource required to complete the project.* |
| What is the timeline for expenditure? | *Please include an estimate of the timeframe for completing the spend.* |
| Does the project have any other sources of funding? | *Please state the origin and value of any other sources of funding.* |
| Will further funding from the Convocation Trust be required to ensure the continuation or completion of the project? | *Please state whether you will need to submit further funding applications to secure the continuation or completion of the project.* |
| Have you applied for funding from the Convocation Trust previously? | *Please provide the title of any previous applications you have submitted to the Convocation Trust.*  |
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| **Planning**  |
| What is the timeline for the project? | *Please provide a clear timeline for the project, including key milestones for everything you propose to deliver as part of the project.* |
| When do you expect to have completed the project? | *Please state when you expect to have completed the project.*  |
| What are the primary risks to the completion of the project and what would you do to mitigate these risks? | *Please identify the three most significant risks to the completion of the project, according to your assessment, and briefly outline what steps you would take to mitigate these risks.* |
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| **Additional Information** |
| Is there any other information the Committee should take into account when considering the application? | *Please only include information which you feel relevant to the application. This box may be left blank.*  |
| Where did you hear about the Convocation Trust?  | *Please note where you heard about the Convocation Trust.* |
| Do you have any feedback for the Committee regarding this application form? | *This box may be left blank.* |
| Do you have any other feedback for the committee? | *This box may be left blank.* |
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| **Use of AI**  |
| Has an AI tool been used in the preparation of this application?  | *Please state whether an AI tool has been used in the preparation of this application (Y / N). If yes, please briefly outline how the tool has been used.*  |
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| **Lead Applicant Contact Information**  |
| Name  |  |
| Email address  |  |