****

**Leeds Arts Union Project Fund**

**Introduction**

The Project Fund is intended to support a range of student led projects and activities, encouraging collaboration between students from different courses and disciplines from across the University.

Leeds Arts Union has designated £500 to allocate towards supporting student projects, initiatives and collaborations. All students from all programmes of study [Further Education, Undergraduate and Post Graduate] are eligible to apply for funding.

Leeds Arts Union aims to support up to 5 projects per application round of up to £100 per project. In exceptional circumstances students are able to apply for funding over £100, however they must be able to demonstrate that the project would significantly impact a number of students in their development and practice.

All Project Fund applications will be discussed and approved democratically by the Unions’ Executive Officer Committee. In the event of a split vote, final decisions will be made by the Student President.

The Project Fund has been created to support projects that are ‘extra-curricular’. Whilst it is acknowledged that this term can be difficult to define in an arts environment, it is imperative that **the Project fund is not used or allocated to any student that would directly gain course or module credits as a result of support from the fund.**

**The Project Fund must not directly influence any submission of work as part of a students’ course.** Any artefact or events produced should not form part of any assessment, nor should any materials purchased or expense occurred support the production of work submitted for assessment.

**Application Process**

The Project Fund will have up to three submission deadlines in an academic year. Applications for 2020/21 will be open:

12 noon, Monday 7th December 2020

12 noon, Monday 8th February 2021

Students must submit an application before the given deadlines below:

5pm, Monday 25th January 2021

5pm, Monday 8th March 2021

Following the application submission deadline, Project Fund applications will be discussed and considered by the Executive Officer Committee at the next Executive Officer meeting.

Please note that the Union reserves the right to award all the remaining funds at each meeting.

If the application is approved, students will be required to attend a funding allocation meeting with the Student Liaison Officer to confirm their funding. **Please ensure that student emails are regularly checked and any communication with regards to the Project Fund is responded to timely.**

All applications will be given feedback irrespective of their outcome. If unsuccessful, applicants will be able to resubmit a revised application taking into consideration any guidance, feedback or recommendations given by the Exec Officer Committee.

Funding will only be awarded when the Project Fund application has been approved. No expenditure will be reimbursed if it has been incurred prior to the application approval.

Where funding has been allocated, Leeds Arts Union should be acknowledged as the funding source. All costs must be accounted for through receipts and proof of expenditure and presented to the Student Liaison Officer and Exec Officer Committee.

The Union reserves the right to withhold part/all funds allocated to students to whom it has been awarded in the following circumstances;

* Not all the project funding has been spent
* Expenditure varies from the agreed budget plan
* Adequate proof of expenditure has not been provided.

Timeline break down:

* Submit your application between the dates of:

12 noon, Monday 7th December 2020 – 5pm, Monday 25th January 2021

12 noon, Monday 8th February 2021 - 5pm, Monday 8th March 2021

* Exec Officer Committee consideration at the next scheduled meeting
* Feedback and/or approval following the Exec Officer Committee decision – meeting with Student Liaison Officer for Funding Allocation scheduled
* Submission of all receipts, proof of expenditure and project debrief with Student Liaison Officer by project delivery date specified in application. **This date must be before 5pm Monday 28th June 2021.**

**Application Criteria and Guidance**

**What kind of project will the fund support?**

* Only applications for student-initiated and extra-curricular projects will be considered. The Exec Officer Committee cannot consider applications that will form part of a submission for course assessment.
* Funding will not be approved to cover any costs of refreshments, food, or living costs.

**How will your project develop your practice**?

* How would a successful funding application benefit your work and practice? Will funding help any collaboration/participants [if applicable]. The Exec Officer Committee will factor this into their decision making.

**How much support will you need?**

* Funding applications must include a thoroughly researched budget plan in as much detail as possible. The Exec Officer Committee will not be able to consider applications without a budget plan. This plan should include quotes and estimates of costs. Any expenditure incurred prior to an applications approval will not be refunded.
* If you are applying for a project that is ongoing or is intended to have future outputs or events, the Exec Officer Committee would like to see that you have considered the sustainability of your project in your proposal. Have you looked into any other sources of funding available to help support the longevity of your project?

**How will the Exec Officer Committee make their decision?**

* Funding applications are assessed on the project’s aims, feasibility and level of research and planning undertaken. Please tell us about your project in as much detail as possible but should be no longer than 4 A4 sides.
* All applications will be considered on their merits. The Exec Officer Committee aims to be consistent and fair in their decision making.

Support is available to help you prepare and develop funding applications. If you have any questions or would like some advice on your application, please contact Emma, Student Liaison Officer at emma.cook@leeds-art.ac.uk

**Please make sure that all students involved in submitting this Project Fund application have read, understood and agree to the information and criteria above.**

**I/We have read, understood and agree to submitting this Project Fund Application in line with the information and criteria set out by the Leeds Arts Union Project Fund.**

**Name ……………………………………………………………. Date ………………………….**

**Signed …………………………………………………………..**

**Leeds Arts Union Project Fund Application Form**

Applicant Details

|  |  |
| --- | --- |
| Name |  |
| Course/Year |  |
| Telephone |  |
| Student Email |  |
| Date  |  |

Name of Project

|  |
| --- |
| Insert name  |

Date(s) and Location of Project

|  |
| --- |
| Insert Date (s) and location of project |

Individual or Group Project?

Is this an individual project, or one that includes and benefits more than one student?

Intended Project Delivery Date

*By this date, you will be expected to have completed your project, and be prepared to submit all receipts, proof of expenditure* *and proof of project completion to the Student Liaison Officer.* ***This date must be before 5pm Monday 28th June 2021.***

|  |
| --- |
| Insert date of the intended project delivery date  |

Description of Project

*Please outline what your proposed project will involve, including any activities and events that may take place. Detail when and how your project will take place, including any collaborators, fellow students or external partners that may be involved. Please include as much detail as possible.*

|  |
| --- |
|  |

How will this project impact on your practice?

*Please describe how your proposed project will impact on your development and practice, and that of any collaborators or other participants if applicable.*

|  |
| --- |
|  |

Budget

*Please provide a detailed breakdown of estimated costs of the project. Please complete the budget planner below. Items highlighted in red are to give an example of what information should be provided. Please replace this information.*

|  |
| --- |
| Handmade Earrings Workshop **[Project Fund Example]**  |
|  |  |  |  |  |
| Item / Deliverable | Unit | Cost | Gross  | Where items will be purchased  |
| Clay (Multiple Colours) | 3 | £13.15 | £39.45 | https://www.fredaldous.co.uk/products/fimo-soft-350g |
| Plastic Bags | 1 | £8.99 | £8.99 | https://www.amazon.co.uk/Cellophane-Self-adhesive-Sealing-Valentine-Chocolates/dp/B06XC162ZF/ref=lp\_10257153031\_1\_10?s=industrial&ie=UTF8&qid=1552325994&sr=1-10 |
| Paper Card Backing | 1 | £5.00 | £5.00 | Can be bought from univeristy shop |
| Fish hook earrings | 1 | £2.29 | £2.29 | https://www.amazon.co.uk/Antique-Earring-Findings-Hypoallergenic-Jewelry/dp/B07HG21YPN/ref=sr\_1\_5?s=kitchen&ie=UTF8&qid=1552326126&sr=1-5&keywords=fishhook+earrings |
| Earring Pliers | 5 | £5.07 | £25.35 | https://www.amazon.co.uk/Cousin-Various-Precision-Comfort-Pliers-5-5-inch/dp/B002I6OK3M/ref=sr\_1\_9?s=kitchen&ie=UTF8&qid=1552326214&sr=1-9&keywords=earring+pliers |
| Open Jump Rings | 1 | £6.99 | £6.99 | https://www.amazon.co.uk/d/Jump-Rings/1500-Rings-Jewelry-Making-Findings/B01B188HYK/ref=sr\_1\_20\_sspa?s=kitchen&ie=UTF8&qid=1552326315&sr=1-20-spons&keywords=earring+hoops&psc=1 |
| Rolling Pin | 3 | £1.50 | £4.50 | https://www.wilko.com/en-uk/wilko-kitchen-rolling-pin-beech-35cm/p/0078397 |
| Wooden Cutters | 1 | £6.25 | £6.25 | https://www.fredaldous.co.uk/products/das-wooden-cutters |
|  |  |  |  |  |
| Total Project Cost:  |   |   | £98.82 |  |

*Where possible, projects seeking significant amounts of funding should identify other sources of funding that have been researched and/or approached. Not only will this help the Exec Officer Committee to allocate funding, but will allow the Union to inform students of other funding opportunities available both within Leeds Arts University and externally. Please state any other sources of income, which have or will be sought*

|  |
| --- |
|  |

**Thank you for completing your Project Fund application! Please email this to** **student.union@leeds-art.ac.uk**