



STUDENT LED EVENTS & PROJECTS FUNDING

Application Form

Do you have an idea for an event or project but need a helping hand to develop it?
Our **Student Led Event & Project Funding** might be the answer:

Who can apply?

Any current individual students or group of students can apply for this fund to support an event which is open to all students (Falmouth University and University of Exeter Cornwall Campuses) and aims to enhance the student experience.

What can I apply for?

Students can request up to £500 towards supporting an event or project which is open to all students. This may be a one off event or project that takes place over a period of time on campus or in the community. A larger award may be considered for an exceptional application.

What cannot be applied for?

You cannot apply for funding for an event, project or activity that is already on the FXU events programme or is offered by an FXU partner. Events, projects or activities that will be assessed as part of your academic course can also not be funding through this scheme.

As FXU is a charity we are unable to fund events or projects which are raising money for other charities. For advice and support in this area please contact the FXU Volunteering & RAD Manager.

As any profits must be reinvested back into the scheme fundraising events/activities are not eligible. We will not fund projects that are not open to all students.

How do I apply?

Complete the application form and return it to FXU. Applications will be considered on at least a twice termly basis.

We understand that proposals and bids for funding are not something that everyone has experience with but it is a brilliant skill to gain. To help you make the most of this opportunity we are more than happy to assist anyone that has difficulty in filling out the application form or would just like some general guidance on how to do so.

If your application is successful you will be expected to complete an Event Plan providing full information about the event/project including a risk assessment.

If you require assistance email: activitiesteam@fxu.org.uk
or pop into the FXU Office at Penryn or Falmouth

How will the application be assessed?

The Assessment Panel consists of:

- FXU President Student Experience
- FXU Activities Director & Deputy CEO
- Plus additional Executive Officers and Staff members as appropriate for the project/event

The Assessment panel will consider the following criteria when assessing your application:

- Events/projects must be delivered in this academic year of application
- Funding will be allocated based on each application and/or proposal and the relevance of the project to FXU's mission, values and aims.
- Your project will be able to demonstrate how you will promote and make the activity accessible to **ALL** students
- The assessment panel will consider the originality of the event
- The assessment panel will consider whether the event fills a gap/offers students additional opportunities
- Only projects delivered by current students will be considered
- Funding will be offered on the basis that:
 - FXU will be acknowledged in all marketing material and may report the activity in the press
 - Funds are only used for the purpose stated in the budget
 - All FXU procedures are followed
 - Any profit generated by events will be reinvested back into the scheme
- Successful applications will be required to complete an evaluation form, provide monitoring information and contribute to the review of this programme
- Successful applications will be required to provide good quality images to document the event/project
- The decision of the panel will be final

Marketing

*How will you promote the event/project to make sure all students know about it.
Have you thought of any novel ways to advertise and grab student attention? (max 200 words)*

Risks

Think about what might go wrong with the event (lack of interest, poor marketing, illness etc) and what you might do to prevent these things from happening. Please give a short list of possible risks and your response to overcoming or preventing them.

Additional funding sourced

Have you applied for any other funding? If so, this will not prejudice your funding application but please let us know how much and from who (including an external Sponsor or individual club/society account).

Total funding requested from FXU

(Refer to budget breakdown)

£

SLEPF Budget Form

Your budget forms a major part of the assessment process. Please complete all relevant sections of the budget below providing as much detail as possible and add items specific to your event/project.

Please itemise expenditure and income related to your particular project/event using the tables below. Please give us as much details as possible. Please add and delete expense items as required to reflect your event/project. The items listed below are only provided as a guide, please add any additional expenditure items you require on the next page.

Expenditure				
Item	Cost Calculation	Cost	Supplier	Additional Information
Venue		£		
Security		£		
Crash Barrier (large scale Stannary Event)		£		
St John/first aid Cover		£		
Cleaners		£		
Transport (e.g. for guest speaker)		£		
Overnight accommodation (for guest speaker)		£		
Designer (e.g. posters and marketing material)		£		
Marketing		£		
Print cost (advertising posters, flyers etc)		£		
Dj/band		£		
Sound Engineer		£		
Light Technician		£		
Visuals		£		
Other Entertainment		£		
Ticket/wristband		£		
Stamp		£		
Decorations		£		
Photography		£		
Catering/refreshments		£		
TOTAL EXPENDITURE		£		

Additional Expenditure (if any)

Item	Cost Calculation	Cost	Supplier	Additional Information
Other (please specify)		£		
Other (please specify)		£		
Other (please specify)		£		
Other (please specify)		£		
Other (please specify)		£		
Other (please specify)		£		
TOTAL ADDITIONAL EXPENDITURE		£		

Income

Item	Calculation	Cost
Ticket Sales		£
Funding from other source		£
Funding from other source		£
Other (please specify)		£
Other (please specify)		£
Other (please specify)		£
TOTAL INCOME		£

Additional Comments:

Signature: _____ Date: _____

Please submit completed application forms to the FXU Office at the Penryn or Falmouth campus or e-mail to activitiesteam@fxu.org.uk