****

**St Leonard’s Doctoral and Postgraduate College**

Community Fund Proposal Form

**Bid Leaders**

Bids must have two bid leaders; bid leaders must be currently matriculated on a postgraduate degree programme at the University of St Andrews.

|  |  |
| --- | --- |
| First Name(s) |  |
|  |  |
| Surname |  |
|  |  |
| Email Address  |  |

|  |  |
| --- | --- |
| First Name(s) |  |
|  |  |
| Surname |  |
|  |  |
| Email Address  |  |

**Initiative Details**

|  |  |
| --- | --- |
| Title |  |
|  |  |
| Proposed start date  |  |
|  |  |
| Proposed end date |  |
|  |  |
| Proposed Venue  |  |

You must provide with your proposal form:

1. A description of the expected audience for the initiative. You should indicate:
2. The size of the expected audience (for example, expected number of attendees/participants)
3. Which postgraduates will benefit from the initiative( Masters students, doctoral students or both) and the School(s) these postgraduates are expected to come from, and
4. Any other beneficiaries – postgraduate from other institutions, staff, undergraduates, general public etc.

The description should be no more than one page (one sided).

1. A breakdown of how much the initiative will cost. This should include planned expenditure under the following headings:
2. Location costs;
3. Catering costs
4. Equipment costs
5. Promotion and materials costs
6. Travel, accommodation and subsistence costs

Please add further headings as required.

You should provide additional information under each heading to indicate the nature of the expenditure – for example, if you expect there to be catering costs please indicate both the planned expenditure on catering as well as the type of catering you would expect to provide. There must be sufficient detail to indicate how the grant will be spent.

**Audience**

Initiatives must benefit primarily St Andrews postgraduates. Initiatives may involve St Andrews undergraduates and staff, student and staff from other institutions; or the general public – but St Andrews postgraduates must be the primary beneficiaries.

Initiatives may be for postgraduate Masters students or doctoral students or both. At least ten postgraduates should benefit from the initiative.

Preference will be given to initiatives that benefit postgraduates from more than one School. Bids in respect of initiatives that benefit postgraduates from more than one Faculty are particularly welcomed.

**Funding request**

In most cases grants will be for up to £500. Larger grants may be awarded in the case of the very strongest bids where a clear need for a larger grant has been articulated and where this will benefit a significant part of the postgraduate community.

|  |  |
| --- | --- |
| Expected total cost of Initiative  |  |
|  |  |
| Amount requested from Community Fund  |  |
|  |  |
| Amount requested from other sources |  |

Postgraduates should explore other funding options before submitting a bid to the Community Fund to ensure that as many initiatives as possible can be supported. Additionally:

* Doctoral students who are part of a Research Council Doctoral Training Partnership/Centre for Doctoral Training should make use of relevant schemes such as the cohort development fund available through the Scottish Graduate School for Arts and Humanities.
* Postgraduates who are looking to host an event relating to careers should make use of the Students’ Association employability fund.
* Postgraduates who are looking to host an event relevant to their own School should normally seek to secure at least part funding from their School; in other cases, postgraduates are encouraged to see if their School (s) can provide top-up a grant from the Community fund.

**To Apply**

Please return completed proposal form together with:

1. As description of the proposed initiative;
2. A breakdown of how much the initiative will cost; and
3. A description of the intended audience for the initiative

Please submit form and associated documents to stlc@st-andrews.ac.uk