A logo of a person in a robe

Description automatically generated

**St Leonard’s Development Fund: Application Form**

**SECTION A**

Please complete and return this form in **Word Format**  to the St Leonard’s College Co-ordinator via [stlc@st-andrews.ac.uk](mailto:stlc@st-andrews.ac.uk). Emails regarding the outcome of applications will be copied to the Head of School/Unit and the budget holder.

**Project Title**

|  |
| --- |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of applicant(s)** | **Email** | **Status**  **Staff/Student** | **School/Department/Unit** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Proposed budget holder**

|  |  |
| --- | --- |
| **Name:** | **Email:** |

**Project costing**

|  |  |  |  |
| --- | --- | --- | --- |
| **Expenditure** | **Detailed breakdown of all costs** | **Item (include as much detail as possible** | **Amount** |
|  | **£** |
|  | **£** |
|  | **£** |
|  | **£** |
| **Total cost of project** | **£** | |
| **Total sum requested from the fund** | | **£** | |
| **Other funding awarded/applied for (if applicable)** | | **£** | |

**Approval from the relevant School/Unit Head or the Director of Postgraduate Studies**

|  |  |
| --- | --- |
| **Name:** | **Signature:** |

**SECTION B**

**This section of your application should not exceed two pages.**

|  |
| --- |
| 1. **Project title** |
|  |

|  |
| --- |
| 1. **One sentence explanation of the project** |
|  |

|  |
| --- |
| 1. **Aims and Objectives** |
|  |

|  |
| --- |
| 1. **Description of the project** |
|  |

|  |
| --- |
| 1. **Timeline** |
|  |

|  |
| --- |
| 1. **Outline how the project reflects the fund priorities** |
|  |

|  |
| --- |
| 1. **Can the project be replicated across the University? If so, explain how.** |
|  |

|  |
| --- |
| 1. **How will your project contribute to/or improve the postgraduate experience in the University?** |
|  |

|  |
| --- |
| 1. **How will the project’s success be measured at the end?** |
|  |

|  |
| --- |
| 1. **How sustainable is your project in the long-term?** |
|  |