

**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. Emails regarding the outcome of applications will be copied to the Head of School/Unit and the budget holder.

**Project Title**

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

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

**Project costing**

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| --- | --- | --- | --- |
| **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**

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

**SECTION B**

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

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| 1. **Project title**
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| 1. **One sentence explanation of the project**
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| 1. **Aims and Objectives**
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| 1. **Description of the project**
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| 1. **Timeline**
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| 1. **Outline how the project reflects the fund priorities**
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| 1. **Can the project be replicated across the University? If so, explain how.**
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| 1. **How will your project contribute to/or improve the postgraduate experience in the University?**
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| 1. **How will the project’s success be measured at the end?**
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| 1. **How sustainable is your project in the long-term?**
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