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| **UNIVERSITY OF NOTTINGHAM****SCHOOL OF CULTURES, LANGUAGES & AREA STUDIES****Student Experience Fund application form** | **FOR OFFICE USE ONLY:****Approved:****Signed:……………………………...**  |
| **Details** | **Applicant / organisation** | **Co-Applicant 1** | **Co-Applicant 2** |
| Surname |  |  |  |
| Initials |  |  |  |
| Course/Year of course |  |  |  |
| E-mail |  |  |  |
| **Project title:**  |
| **Brief summary of the main objectives of the project:**  |
| **Start Date**: | **Finish date:** | **Project Duration:** |
| **Summary of resources required for the Proposal** |
| **Resource Heading****(eg, travel, subsistence)** | **Requested from School** | **Provided by External Sponsor\*** | **Total Cost of Proposal** |
|  |  |  | **£** |
|  |  |  | **£** |
|  |  |  | **£** |
|  |  |  | **£** |
|  |  |  | **£** |
|  |  |  | **£** |
| **TOTAL** | **£** |
| **Amount Requested From School £** |
|  |
| **Signature: Date:** |
| **Send the completed form to** **Claire** **Moody (Room B8, Trent Building)** |  | *See page 4 for instructions and guidelines* |
| **Project Outline and Case for Support** *A brief outline of the project (no more than 1 side of A4) explaining what you want to do and what the expected benefits are for enhancing the student experience:* |

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| **Director of Teaching’s Statement:** |
| **Signed: Department:** **Date:**  |

**Guidelines for applying for a Student Experience Fund grant**

1. The School of Cultures, Languages and Area Studies aims to support student initiatives which will enhance the student experience and contribute to fostering a sense of academic community.
2. Individual students or group of students/student societies can apply for funding from the School’s Student Experience Fund (SEF) to support appropriate initiatives and events. These may include social events with an academic dimension, trips to academically relevant events or destinations, initiatives for new forms of learning, social media projects or initiatives to improve student involvement in curriculum development. The School SEF scheme also enables larger long-term projects.

Please note that for many initiatives, external funding (e.g. from Faculty, the Students Union, or external sponsors) may also be available. Please consult your Departmental Director of Teaching or Head of Department on this.

1. When preparing your application, please note the following conditions, to be applied from January 1, 2019:
	1. SEF applications must be submitted ***no later than 21 days before*** the event requiring funding;
	2. No retrospective claims will be considered;
	3. Individual and groups of students/student societies will normally only receive funding for one application per semester;
	4. For larger or long-term projects, the amount awarded may depend on the numbers of students who will benefit;
	5. The maximum amount that can be applied for in any one SEF application from an *individual* student is £200;
	6. The School will reject any applications for software or equipment that is already available free of charge from the University.
2. Complete the form electronically and forward to your Departmental Director of Teaching. S/he must complete and sign the supporting statement.
3. Sign the form and submit it to Claire Moody who will log your application and forward copies to the Head of School and School Director of Teaching. In Claire’s absence, please contact Amy Smith. *Please signal at this stage if the contents of the application are confidential or not, or available for viewing by School staff only.*
4. A decision will be taken and communicated to you as soon as possible by the School Director of Teaching.
5. If you are granted School funding you are required to:
* Spend the money before the end of the financial year (July) in which you applied;
* Submit a short report on your activity (a couple of paragraphs is sufficient) to the School Director of Teaching by the end of the academic year in which you received funding.

Updated: November 2018

**http://workspace.nottingham.ac.uk/display/mlPGSH/Travel+and+Conference+Awards**