



University of Nottingham
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OFFICE USE ONLY	
Decision:	Approved <input type="checkbox"/> Declined <input type="checkbox"/>
Signed:	_____

ABOUT YOU

Full Name <i>(Main contact if group application)</i>	
Course Title and Year of Course	
University Email Address	
For group applications list the names of all group members	

ABOUT YOUR PROJECT

Event/Project/Initiative Title		
Please give a brief summary of the main objectives of your project		
Start date:	End date:	Project duration:
Is this a SACA (Students as Change Agents) project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, who is your staff sponsor		

ABOUT YOUR REQUIRED RESOURCES
(Please provide full costings for your project. Costings should be thoroughly researched and website links/details of other systems where you have researched your costs should be included, below)

Resource details (e.g. equipment, travel)	Cost
	£
	£
	£
	£
Total amount requested	£

Event/Project/Initiative Outline

Please give an outline of your event/project/initiative explaining what you would like to do and what the expected benefits are for enhancing the student experience

Please indicate the anticipated scope of impact that your project will have for the student experience e.g. the students involved in the group, a year group, all students on a module, all students in a department, etc.

Signature:

Date:

Supporting Statement

A relevant member of staff should complete this section in support of your application e.g. your module convenor (if your activity is directly related to a specific module), dissertation supervisor (if your activity relates to your dissertation) or your Director of Teaching or Head of Department (for activity that is more broadly beneficial to the student experience).

SCHOOL OF HUMANITIES

STUDENT EXPERIENCE FUND GUIDELINES

1. The School of Humanities aims to support student initiatives which will enhance the student experience and foster academic community.
2. Individual students, groups of students or student societies can apply to the School Student Experience Fund for funding to support appropriate activities, projects and events. These may include social events with an academic dimension, initiatives for new forms of learning, social media projects or initiatives to improve student involvement in curriculum development.

The School is particularly keen to support students taking part in Students as Change Agents (SACA) projects through funds to support project outcomes (e.g. the purchase of equipment, software, funding focus groups etc.).
3. The Student Experience fund has limited funds in each academic year, awards will be granted on a case by case basis and in accordance with the amount of funds available. Students are advised to research their required funds thoroughly and to apply a contingency to the amount for which they bid. Once an award has been made the amount cannot be increased.
4. There are two deadlines for applications to the fund each year. **In 2019-20 the deadlines are: Monday 2 December 2019 and Monday 16 March 2020.** Applications should be submitted by 5.00pm on the deadline day. Late applications will not be considered.
5. This application form should be completed electronically and forwarded to a relevant member of staff who will complete the supporting statement.
6. The completed form should be submitted electronically to [Aoife Conroy](#) or [Kate Packer](#) (Faculty Education and Student Experience Managers) who will log your application and forward a copy to the School Director of Teaching. You should indicate if any contents of your application are confidential, or to be viewed by School staff only.
7. A decision will be taken and communicated to you within two weeks by one of the Faculty Education and Student Experience Managers. Students should ensure that bids are submitted in good time before funds are required, if there is insufficient time to action before the proposed activity (for example, to make travel bookings) bids will be rejected.
8. The awarded funds for each project/initiative will be managed by the Research and Funding Team in the School Management and Research Office (A19, Humanities Building) **and the team should be your first point of contact (research-funding@nottingham.ac.uk) before any expenditure is undertaken or agreed.** They will be informed by Lindsay Hutchinson that an award has been made and they will then communicate with the main contact and provide more detailed instructions on how to access the funds.
9. All funds must be spent by the 30th June in the academic year in which you were awarded the funds.
10. A short report on your event/project/initiative (a couple of paragraphs is sufficient) must be submitted by the 30th June in the academic year in which the project/activity took place. Reports should be submitted to [Aoife Conroy](#) or [Kate Packer](#) (Faculty Education and Student Experience Managers).