**QHT Grant Application Form 2019/20**

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# 2017/18

## 1 Project

Project Partner if applicable Complete this section if you are applying jointly with another college, school, department or institution (If a third-party institution, you may be asked to provide additional information)

Use this form to apply for a grant from the Quintin Hogg Trust. Please read the ‘Grant Application Notes’ before completing the form. ***The completed application form must not exceed 4 pages.*** *Additional pages will not be considered.* ***The typeface used must be no smaller than 10pt.***

|  |  |
| --- | --- |
| **School** |  |
| **Name (Project Sponsor–UEB member)** |  |
| Position |  |
| **Name (Project Lead and main contact)** |  |
| Position |  |
| Telephone/e-mail |  |
| **Project Partner (if applicable)** |  |
| School, College, Department or Institution |  |
| Name, position and nature of partnership |  |

## 2 THE PROJECT

|  |  |
| --- | --- |
| **Project Title** |  |
| Project Summary *(Please give a brief description of the project using 500 characters max)* |  |
| What are the anticipated start and completion dates? |  |
| Briefly state how the project fits with the University’s aims and objectives? |  |
| Specifically, how does the project meet the Trust’s objects *(to support students* at UoW *to achieve their* *full potential)* |  |
| How many students will benefit from the project (if your bid is for equipment or physical space developments please estimate student numbers affected)? |  |
| What are your objectives for each year of your project and how will you use the funding to achieve them? |  |
| How will you evaluate the project’s success?  |  |
| How will you disseminate the outcomes of your project within the University and/or externally? |  |
| What risk factors might prevent the project achieving that success and what steps will you take to mitigate those risks? |  |

## 3 Grant request

|  |  |
| --- | --- |
| **How much are you asking for from the Trust in total?** | £ |
| Please give a breakdown of this sum – How much in each financial year if more than one year’s funding is sought? | £££ | 2019/202020/212021/22 |
| Do you need a certain proportion of the funds to be in place before the project can start? If so how much and when? |  |
| If it is a continuing project (or there is an ongoing element) how will it be funded after the Trust support has ended? |  |
| Does this link to any other current or previous QHT projects? If so explain which projects and what the links are. |  |

## 4 fundraising strategy

|  |  |
| --- | --- |
| **How much do you require in total for the project (including QHT bid)** | £ |
| What is the University contributing to the project, in cash or in kind? |  |
| If QHT is not being asked to fund the entire project, how are you planning to fund the balance? *(Please summarize and complete the following section)* |  |
| * If you have matched-funds in place, or committed, please provide details and any conditions attached to those funds
 | £ |
| * Guaranteed Income – e.g. University Reserves, Trusts, Foundations, Corporate/Individual Donations.
 | £ |
| * Income Pending – e.g. Trusts, Foundations, Corporations etc.
 | £ |
| Are there targets for these different funding streams? Have these targets been met? |  |
| What is your plan to raise any shortfall? |  |
| What happens if these funds cannot be raised? Will the work proceed, albeit at a reduced level? |  |

 **Supplementary information**

|  |  |
| --- | --- |
| Have you included a budget summary? *Not essential for requests of £25,000 or below. This may be included as a separate sheet.* | **Yes/No** |
| Is there any additional information that you wish to add (this section may be left blank) |  |

6 DECLARATION

I declare that I have read the Grant Application Notes, that the statements in the Application Form are true and that, if successful, I will abide by any terms and conditions set by the Quintin Hogg Trust.

Signed by

|  |  |
| --- | --- |
|  |  |
| NameProject Sponsor | Date |

The application must be signed by the Project Sponsor, who should be a member of the University Executive Board (UEB) (a digital or facsimile signature is acceptable).

**The completed application form must** **not exceed 4 pages in length.** The budget summary for projects over £25,000 may be included as a separate sheet. Additional pages will not be considered. The typeface used must be no smaller than 10pt.

*All applications need to be submitted in the first instance to the Development and Alumni Relations Office (DARO) at* *development@westminster.ac.uk* *by Midnight on 31 January 2019.*

*All applications will then be considered by the UEB, which approves the bids for submission to the Board of Trustees.*

*Should this application be approved for submission to the Trust, the Project Sponsor will be asked to include a covering letter to the Trust in support of the bid (Each project sponsor need only provide one letter covering all applications submitted under their signature).*

*DARO will coordinate the University-wide applications and arrange for the VC to sign off the final submission before forwarding it to the Trust for consideration by 1 March 2019.*