**Student Ideas Fund Application Form ( Word Version for Guidance / Preparation**

Thank you for your interest in the Student Ideas Fund, a programme that enables you to develop and deliver projects or activities that will positively impact the communities within and beyond our campus.

Please take some time to read the Student Ideas Fund criteria and guidelines before completing your application. You can find these at Student Ideas Fund webpage. If you have any questions please get in touch with the team at studentideasfund@leeds.ac.uk.

There are **four sections** to this form:
 **1. Contact Details
2. Your Idea
3. Budget Information
4. Impact & Evaluation**

Once you have submitted your application a member of the Student Ideas Fund team will be in touch with you to discuss your idea and the next steps.

**Privacy Notice**
Th*e information you provide in this form will be used by staff at the University of Leeds and Leeds University Union to help assess your application and contact you in relation to this application. It will not be used for other purposes or shared with others without your consent. If you have any queries relating to the use of your information, please direct them to the University of Leeds Student Ideas Fund at studentideasfund@leeds.ac.uk.*

**Section 1 - Contact Details**

1. Full Name
2. University email address
3. Student ID
4. Is the application on behalf of an LUU Club or Society or any other group at the University/LUU? (Yes/No)
5. Name of the Club/Soc/Group if applicable

**Section 2 – About Your Idea**

1. Has your idea got a **name**? If so, please tell us
2. **What is your idea and why is it needed?**
3. Which community will benefit from your idea?
Choice of a few options: University of Leeds students/staff/charity/community of interest you’re linked to/other
4. If you're idea is linked to a community outside of the University of Leeds please tell us more about this relationship.
*You might like to also include if and how you have worked with this community on the development of this idea*
5. **Timescales**: please tell us about any key dates and timescales involved with your idea.

*You might like to detail planned event dates, financial deadlines or other delivery dates.*

**Section 3 – Budget Information**

1. Will your idea require grant funding? (Yes/No/Not sure)
2. Please complete a budget planner with as much detail as you can about the proposed spends.

*Please use this budget planner as a template: <*[*https://bit.ly/BudgetPlannerSIF*](https://bit.ly/BudgetPlannerSIF)*>

\*You can download the file, save it and then complete it with your proposed spends. Once complete please upload it to this application form using the File Upload function below.*

1. Is there anything the SIF Panel and Team need to be aware of in terms of the financial payments?

**Section 4 – Impact & Evaluation**

1. It is very important that all successful ideas complete an Impact & Evaluation report on completion of the project.

Please tell us how you plan to measure and assess the success and impact of your idea?

*You might like to consider what measures you will have in place to track this from concept to delivery.*
2. This is the end of the application form. If there is anything else you would like to add about your idea please use the space below to do so.

End of Application Form