



**Please read and complete the whole form before submitting. A two-page expansion of the project summary may be attached. Privacy Notice:** The University will use the information on this form to process your application, for more information on how the University uses your data please read our full privacy notice [here](#)

**Applicant's Name** *Name all those taking part in the project, starting with the main contact.*

**School/ Institute/ Service** *The full name of your school/institute/service must be added.*

If your School/ Institute/ Service has received previous funding from the Chancellor's Fund, please indicate:

<b>Date of the Award</b>	<i>Make sure all the dates are included.</i>	<b>Amount of Funding Provided</b>	<i>£ Complete this section, the board needs to see where funding has been awarded previously. This can be collected from your school/institute/service or from contacting the Development and Alumni Office directly.</i>
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**Title of Project** *The project title is very important, it will be one of the first things the board members will read and remember. It should be a short, powerful title summing up your project.*

**Purpose of Project** (maximum 100 words) *This section is only a summary of your project with a maximum of 100 words. It should explain what the purpose of the project is and outline the key points, try make it something to pull the reader in.*

**Who will benefit from this project?** *This is a very important part of the application form and should be completed in as much detail as possible. The project should have a benefit on students and/or staff. It should have the number of students and/or staff that will benefit and in what way, if this is not known then an explanation on how many is thought it will impact should be added.*  
*It should also detail the impact it will have on the University. This can be the impact the project has on the University's reputation or if the project will make sure that the University keeps in competition with what other Universities are doing and competing in.*  
*The section helps the board members decide on whether the project should be funded and by how much as every project should have a wider impact on the University and possibly the community.*  
*If you feel your project has an impact on other groups of people, then please state these as well with an explanation.*

<b>Total Cost of Project</b>	<i>£ This section should have the total cost of the project.</i>	<b>Amount Applied for from the Chancellor's Fund</b>	<i>£ This should state how much the project is asking for from the Chancellor's Fund.</i>
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### Funds secured to date

Please outline where funds have come from and if you have received any gifts in kind.

*£ Make sure that you note any money or gifts in kind that has already been secured for the project. This goes a long way to strengthen your application when the board members are making their decision.*

### Breakdown of Costs (attach detailed budget if appropriate)

*It should have the full cost of the project and the breakdown cost of each item.*

*Something to consider is that the Chancellor's Fund cannot always award funding for travel, accommodation, venue or catering costs. For more information, please make sure to read the Chancellor's Fund guidelines found on our webpages. If your project includes these costs the board may award funding on the condition that the monies are only spent on certain things.*

*Due to limited funding the Chancellor's Fund does not normally award more than £7,000 per project however this is reviewed on a project by project basis.*

*Always check the financial information adds up to the correct totals, if you have funding outstanding it is useful to say where you anticipate getting this from. It is difficult to award funding to a project if the financial information does not make sense.*

*If you are successful and applying through a school then you will need to provide the DAO finance department with the name and staff number of the main applicant, as well as a cost centre number (this comes from the college's finance team). This information is used to set up the individual as a budget holder for the project and will allow the funds to be distributed.*

*If you are applying through a service, club or society, then you will need to provide the bank account name, sort code, account number and address (the address is so the remittance advice can be sent) to the DAO finance department to have the funds paid. This can not be a personal bank account.*

### Project summary

(include any relevant background information and expand on separate sheet if necessary)

*This section is crucial to your application, it is the first opportunity to tell the board members about what your project has already achieved, hopes to achieve and go into further information about your project.*

*This section should give a general view, including the idea behind the project, the goals/objectives it wants to achieve, the background of the project and the overall outcome. It should highlight the key points and will hopefully give the board members a clear picture of the project and answer any questions they might have.*

*Additional papers can be submitted if needed.*

### Is it expected that this project will have commercial benefits?

*Commercial benefits can mean either financial benefits or marketing benefits for the University. This section only needs to be filled in if it applies to your project but note that it will not apply for every project so can be left blank.*



<b>Crowdfunding</b>	
<p><b>Would you like your project to be considered for our crowdfunding platform?</b> Ticking no will not affect the consideration of your application. By saying yes, your application will still receive funding from the Chancellor's Fund, we would then use your project to promote the Chancellor's Fund and hopefully generate additional income for your project.</p> <p>You can see more by visiting our crowdfunding site: <a href="http://www.gla.ac.uk/sparkfunder">www.gla.ac.uk/sparkfunder</a></p>	YES / NO <i>For further information on Crowdfunding please see below.</i>
<b>ENDORSEMENTS</b>	
<b>All applications must be signed off by a Head of School/Institute/Service before being submitted. Your application must go to a College for signing, each College will then submit the top 5 applications to the Board however if you are submitting as a service then applications must be submitted to the Development Office. – **Please see below for an example**</b>	
<b>Section A – Applicant Details</b>	
<b>Name</b> _____	<b>Post Held</b> _____
<b>Phone</b> _____	<b>Email</b> _____
<b>Signed</b> _____	<b>Date</b> _____
<b>Section B – Endorsement by Head of School/ Institute/ Service</b>	
<b>Name</b> _____	<b>Post Held</b> _____
<b>Phone</b> _____	<b>Email</b> _____
<b>Statement:</b> I confirm that this project supports the School/ College/ Institute/ Service's strategic objectives. I understand that if more than one application is received from a School/ Institute/ Service, I will be asked to prioritise the applications.	
<b>Signed</b> _____	<b>Date</b> _____
<b>Section C – To be completed by Head of College</b>	
<b>Name</b> _____	<b>College</b> _____
<b>Phone</b> _____	<b>Email</b> _____
<b>Statement:</b> I confirm that this project supports the School/ College/ Institute/ Service's strategic objectives. If necessary, I am available to discuss this application	
<b>Signed</b> _____	<b>Date</b> _____
<p><b>If you are applying as part of a university service, please ensure you sign and return your form to:</b></p> <p>Clerk to Chancellor's Fund Advisory Board University of Glasgow Development and Alumni Office 3 The Square Glasgow G12 8QQ</p>	



University  
of Glasgow

## Chancellor's Fund Project Application Form

### **More information on Crowdfunding:**

*We have launched our first ever crowdfunding platform at the University of Glasgow. The platform is working in partnership with our Chancellor's Fund that has been established for nearly 20 years.*

*The University of Glasgow crowdfunding platform is called Spark Funder and can be found here: [www.gla.ac.uk/sparkfunder](http://www.gla.ac.uk/sparkfunder). The aim is to raise funds from our generous community for small to medium projects which would be funded through our Chancellor's Fund however due to limited funds have not been selected on this occasion.*

*Crowdfunding will take place twice a year, which is in keeping with our Chancellor's Fund. The board members meet twice a year in April and October to distribute funds, so crowdfunding will be active around the same time. If your application is successful at the Chancellor's Fund meeting, then you will be eligible for your project to feature on our crowdfunding platform. There will only be 4 projects live at one time, but the projects will stay active for different lengths of time depending on when the project is taking place and will also depend on how quickly the project needs the funding.*

*It is a great chance to bring in additional funding for your project and the opportunity to create more awareness. There is no limit to how much you can raise, and it is common for projects to receive more money than their minimum and sometimes more than their funding target.*

*If you do not wish for your application to be eligible for crowdfunding, then please tick no and your application will go through the normal Chancellor's Fund process, this will not have an impact on your application.*