Aberdeen University Students’ Association (“AUSA”)

Raising and Giving Campaign

Application Form 2020/2021

**AUSA Raising and Giving (RAG) Campaign 2020/2021**

**Application for Funding**

**Closing Date: Friday 13th March**

Please complete this form with as much information as possible and should be done so electronically. Failure to complete this form in full will result in your application being unsuccessful. Please Note: Maximum funding request is £5,000.

1. **General**

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| **APPLICANT INFORMATION** |
|  |  |  |
| Name of organisation: |  |  |
|  |  |  |
| Named contact: |  |  |
| Position: |  |  |
| Telephone: |  |  |
| E-mail: |  |  |
|  |  |  |
| Secondary contact: |  |  |
| Position: |  |  |
| Telephone: |  |  |
| E-mail: |  |  |
|  |  |  |
| Organisation address: |  |  |
|  |  |  |
|  |  |  |
| Postcode: |  |  |
|  |  |  |
| Charity Registration No. |  |  |
|  |  |  |
| Website: |  |  |
| Facebook: |  |  |
| Twitter: |  |  |
| Instagram: |  |  |

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| **1.1 Organisational Mission**Please tell us about your organisation’s overarching vision, mission and values. |
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| **1.2 Affiliations**Is your organisation attached to/affiliated to an educational, social services department, national/international body or charity? If yes, please give details. |
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| **1.3 Prior RAG Funding**Have you received funds from the AUSA RAG Campaign before? If yes, please state the year, amount and brief summary of the supported project. |
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| **SECTION 2 – THE PROJECT** |
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| Project title: |  |  |
|  |  |  |
| Amount of funding requested\*: |  | £ |
|  |  |  |
| Projected project start date: |  |  |
|  |  |  |
| Projected project end date: |  |  |

\*Please Note: Maximum funding request is £5,000.

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| **2.1 Project details**Please describe the project/activity you are applying for funding? Include details on location, participants etc. |
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| **2.2 Project impact**Who will benefit from your project/activity, and how will it help your organisation to achieve its mission?  |
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| **2.3 AUSA RAG Priorities – Project Outcomes**Please state and explain at least three SMART measurable and deliverable objectives/outcomes from your project or activity related to the AUSA RAG priorities (please refer to the guidance notes for more information) |
| 1.  |
| 2.  |
| 3.  |

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| **2.4 How will you make this project happen?** Please provide an outline project plan for the project, including any key dates and milestones |
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| **2.5 New project funding or continuation funding application?**Will this funding support a current project or will this be the start-up funding for a new project? If part of a current project, please outline below and indicate the total cost of that project. |
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| **2.6 Project Budget**Please provide a balanced budget for your project, showing main categories of expenditure, and income sources. The planned expenditure and income figures should match. (If necessary this can be submitted as a separate document in a similar format) |

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| --- | --- | --- | --- | --- |
| Please list your project expenditure categories (budget) | **£** |  | Please list your project income sources (budget) | **£** |
|  |  |  |  |
|  |  |  | e.g. Other grants |  |
|  |  |  | e.g. Own resources |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | **This RAG application** |  |
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| **Total planned expenditure** |  |  | **Total planned Income** |  |

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| **2.7 Other funding sources**If you have included any other funding sources in your budget at 2.6 above, please indicate the status of that funding application at the date of this application – e.g.* Funding confirmed
* Awaiting confirmation
* Conditional on the success of this application
* Application not yet submitted
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| **2.8 Other partners**Are there any other partners involved with the delivery of this project? If so, please indicate below. |
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| **2.9 Partial funding**If the full amount requested is not awarded, will the project be able to go ahead? If so, how? |
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| **2.10 Legacy impact**What will happen after the project ends? |
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**DOCUMENTATION CHECKLIST**

# Please ensure you have attached the relevant documents

* Annual report and accounts
* Any other relevant documentation to this application

**DECLARATION**

By signing this form I agree that:

* The information provided within this form and any document attached to this form, is correct to the best of my knowledge and belief
* If required, a member of the AUSA RAG Committee may contact me for further information to help with the decision making process

If this application is successful, I agree that:

* AUSA may use details of any award made in any of its publicity material.
* Any insurance liabilities that may arise from the activities funded will remain the responsibility of the applicant – you are advised to ensure appropriate cover is in place.
* Any payment made will be returned in full if the project does not take place within 6 months of the original start date proposed; if the funds are not used as described or if an activity report form is not submitted within the prescribed period as advised with your award.
* 75% of the monetary award will be released following the AUSA RAG Disbursement Ceremony in May 2020 with the balance of 25% being released upon completion of a project evaluation form.
* If the form is not returned, the funds disbursed must be returned
* A representative of your organisation will be invited to attend the AUSA RAG Campaign Disbursement Ceremony in May 2020.

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| Signature: |  |  |
|  |  |  |
| Print Name: |  |  |
|  |  |  |
| Position: |  |  |
|  |  |  |
| Date: |  |  |

**SUBMISSION AND CONTACT DETAILS**

Please submit completed application forms by **Friday 13th March 2020** to:

By email:

Ailsa.morris@abdn.ac.uk

If you have any questions, please do not hesitate to email the above or call 01224 272921.

**PRIVACY STATEMENT**

AUSA is a data controller as defined in the Data Protection Act 2018.

Any personal data collected in this form will only be used within AUSA for the purposes of maintaining our records, and for contact purposes, and will be destroyed after five years. Where appropriate, the data may be processed by AUSA staff and members of the AUSA RAG committee. The data will not be passed to any other third party without your explicit consent, except where AUSA is required by law to do so. Email addresses that are submitted may be contacted in future when new opportunities become available.