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| **Name** |  |
| **Position / Faculty Association** |  |
| **Date(s) of proposed project** |  |
| **External Partner(s)** |  |
| **Title of project** |  |

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| **Executive Summary**: Briefly outline what you want to do, including why you think it matters and how the project is embedded within the University. |
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| **Partners:** List who you want to work with inside or outside the University. Detail why you have chosen the proposed partner(s); any previous work together; where you are in the partnership process; and any possible Conflicts of Interest. Give details of any financial or in-kind support. |
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| **Outputs:** Use bullet points to list the main outputs with estimated target dates. For events, include venue, date, format, and target audience number. Include any digital outputs. |
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| **Audience:** Who is the audience for your project and how do you know that the project will engage them? |
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| **Budget:** Give an outline estimate of costs broken down into main budget headings only (e.g. event costs, professional service fees, comms/marketing, staffing, income, funding etc). Show expenditure in the top part of the table and income/funding below. | | |
| **Description of Cost (and Supplier/Provider if known):** | **Expected month/year of payment:** | **Estimated Amount:** |
| *Detail expenditure here* |  |  |
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| **EXPENDITURE SUB- TOTAL** | | **£** |
| *Detail income / funding here* |  |  |
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| **INCOME/FUNDING TOTAL** | | **£** |
| **TOTAL £s REQUESTED FROM CULTURUAL PROGRAMME** | | **£** |

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| **Legacy:** What is the legacy of the project? What do you plan to do afterwards? (max 100 words). |
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