**The Barts and The London**

**Association Fund**

**This fund exists to disburse net surpluses made from BLSA Special Events and those funds generously donated by the Queen Mary Alumni Annual Fund.** **The fund exists to support projects by individual BL students, BL clubs, societies and groups, BLSA representatives and QMSU Staff members that are going to improve the lives of the Barts and The London students.**

The more detail you can provide will increase the chance of the panel awarding grant funding where your request meets the guidelines. This form must be completed and filled in electronically by a nominated project lead.

NB: The term project is used in the application form, this is the blanket term which refers to events, activities, conferences and resources.

When complete, email to vp@bartslondon.com with the subject: Barts and The London Association Fund Application

**Section A: Project Details**

|  |  |
| --- | --- |
| **Name of project:** |  |
| **Date you would like the project to start:** |  |
| **Amount requested from the Fund: £** |  |

**Section B: Your Details**

|  |  |
| --- | --- |
| 1. **Nature of applicant** *(tick relevant box)*:
 | 1. Individual BL student(s)

    1. BL sports club, society, volunteering group or media outlet

  1. BLSA representative

  1. QMSU staff member
 |
| 1. **Name of applicant and contact details**
 | **Individual name** *(first & last)* **of person responsible for the project and name of sports club, society, volunteering group or media outlet** *(if applicable)***:** |
| **Email address:** |
| **Contact telephone no:** |

If you are an individual student or BLSA representative, you will need to nominate somebody with an account within Queen Mary, University of London Students’ Union to act as a budget holder on your behalf. This is because funds cannot be transferred to private bank accounts. Student groups should nominate their respective administrator at Queen Mary, University of London Students’ Union.

|  |  |
| --- | --- |
| 1. **Name and contact details of a Nominated Budget Holder who has agreed to manage transactions on your behalf:**
 |  |

**Section C: Your project**

|  |  |
| --- | --- |
| 1. **Please describe your project, providing as much detail as possible:**
 |  |
| 1. **How long will the project take, start to finish, and where and when would it take place:**
 |  |
| 1. **How your idea will improve students’ lives at Barts and The London:** (*give details of the number of activities, events or sessions the project involves, how many people it is estimated will benefit from the project and who these people are)*
 |  |
| 1. **Management and delivery of the project** *(give details of how the project will be managed and delivered)*
 |  |
| 1. **Monitoring and evaluation of the project** *(give details of how the project will be monitored, measured and evaluated)*
 |  |

**Any Further Requirements**

|  |
| --- |
| **Please detail any other conditions or assistance you may require to complete this project.** |
|  |

**Section D: Your budget**

The amount allocated is decided by a panel.

*Bids of more than £1000 will require significant justification and/or should have an impact on the wider Association*.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **D1: Expenditure** (*please provide as much detail as possible, including quotes or supplier details)* | **Funding requested** | **Part Funding (optional)** | **Total Cost** | **\*When will the money be spent*****e.g. May 2023*** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Add more rows as necessary. |  |  |  |  |
| **Total funding requested** |  |  |  |  |

\* Any money that is not spent by this date will be returned to the Barts and The London Association Fund for re-disbursement

|  |  |
| --- | --- |
| 1. **Budgeted income** *(give details of any projected income or profits generated from this project)*
 |  |
| 1. **Funding from other sources** *(give details of any funding obtained or applied for from other sources, including the amounts and any specific items these amounts will be used for)*
 |  |
| 1. **Balance of Subs Account** *(if you are applying on behalf of a student group, please contact your administrator to request your current subs account balance. Individuals not applying on behalf of a student group do not have to provide this information)*
 |  |
| 1. **Justification of Application** *(give details of how you plan to use the money in your subs account. If you are not part-funding your application, please explain why)*
 |  |

**Section E: Any safeguarding requirements**

|  |  |
| --- | --- |
| 1. **If the project involves working with adults at risk or children, give full details of arrangements made or to be made to ensure :-**
	1. appropriate risk assessments are carried out
	2. all appropriate DBS checks are made
	3. all appropriate safeguarding procedures are in place and are implemented

*(guidance on these aspects can be obtained from QMSU)* |  |

**Section F: Insurance and Health & Safety**

|  |  |
| --- | --- |
| **Give full details of arrangements made or to be made to ensure:-**1. appropriate risk assessments are carried out
2. all appropriate insurance cover is in place
3. health and safety requirements are complied with

*(guidance on these aspects can be obtained from QMSU)* |  |

**Section G: Your commitments**

**In submitting this application, the applicant(s) and any responsible person:-**

1. confirm(s) that all information given in this form and in all supporting information is complete and accurate in all respects;
2. consent(s) to data (including personal data) given in this form and in all supporting documentation being processed by QMSU in accordance with data protection legislation;
3. agrees(s), if funding is granted, to comply with the Barts and The London Association Fund Conditions of Funding and any other conditions imposed in relation to the funding;
4. agree(s), if funding is granted, to submit a report on the project if asked, in the form prescribed by the Barts and The London Association Fund panel;
5. agree(s) to refund any underspend of funding at the end of a project immediately upon request by the Barts and The London Association Fund panel.

**Signed by the applicant, or on behalf of the applicant by the responsible person**

|  |  |
| --- | --- |
| Name |  |
| Signature*Or sent from their email address / email confirmation* |  |
| Date application submitted |  |

**Section H - Nominated Budget Holder’s agreement**

I confirm that I am a budget holder within QMSU and am willing to manage transactions on behalf of the student submitting this application. I also confirm that I have read and understood the information contained in the Barts and The London Association Fund *‘Guidance Notes for Applicants and Conditions of Funding’.*

|  |  |
| --- | --- |
| Name |  |
| Signature*Or sent from their email address / email confirmation* |  |
| Date application submitted |  |

**Submitting this application**

To submit this application, please email it to vp@bartslondon.com with the subject: Barts and The London Association Fund by the published deadline for receipt of applications for the relevant funding round. Late applications will not be considered