

Annex A Template for applications for 'Leading Sustainable Development in HE'



Application to

Leadership, Governance and Management Fund

Leading Sustainable Development in Higher Education

Please complete the electronic version of this form which can be found alongside the letter at www.hefce.ac.uk under Publications. Completed forms should be e-mailed to lgmfund@hefce.ac.uk by **noon on Friday 26 February 2010**.

Project reference	<i>to be assigned at HEFCE</i>
Project title	
Please indicate the part of the UUK/GuildHE statement of intent or the HEFCE Sustainable Development Strategy addressed by the project	
Project leader	
Post held	
Department	
Institution	
Address	
Telephone number	
E-mail address	
Total funding requested from HEFCE	£
HEI through which HEFCE-awarded funds are to be routed	
100-word summary of the overall purposes of the project	

Notes

For advice on completing this form, see www.hefce.ac.uk/lgm/gmp/advice/

Please type in the boxes. If you reach the end of the page, make another box on the next page and carry on. Use hyphens instead of bullet points in the boxes. Please do not insert images and tables within the boxes; send them as separate documents.

Please feel free to delete these notes when completing the summary.

1. Proposal: Please tell us the issues that your proposal aims to address and provide evidence of the demand, as well as need, for your project. You may provide an outline timetable, showing the phasing of the project and key milestones as an appendix.

Maximum length of reply: 600 words

2. Good practice, innovation and pilot work: Please identify any good practice in your own organisation, across higher education more widely, or globally, on which you wish to build. If the project is at the leading edge, describe any pilot work or evidence that you have gathered on which you are basing your project.

Maximum length of reply: 600 words

3. Effects of the proposal: Please explain the anticipated effects that this project will achieve both for the participants and for the sector as a whole.

Outputs

Maximum length of reply 300 words

Financial benefits

Maximum length of reply: 300 words

Other benefits

Maximum length of reply: 300 words

4. Delivery team: Please describe the roles and responsibilities of the team that will deliver the project.

Maximum length of reply: 600 words

5. Collaboration: Please list the other higher education institutions and organisations that will be partners in the project and explain the arrangements to ensure effective collaborative working.

Maximum length of reply: 600 words

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6. Financial information – project budget: Please analyse the project costs, by category and time period. Please ensure that non-recoverable VAT is taken into account in the project costings.

Category	£			
	Time period 1	Time period 2	Time period 3	Total
TOTAL project costs				
Contribution sought from HEFCE				

Contributions from project partners: Please describe the contributions being made by the project partners.

Project partner	Contribution
Lead institution	
Partner #1	
Partner #2	

Confirmation of support: Please list the letters confirming strategic level support for the project and the institutional contributions that are outlined above.

7. Communication strategy Please explain how you will disseminate the outcomes of your project and facilitate wider learning within the sector.

Maximum length of reply 600 words

8. Long-term sustainable benefits: Please explain how you will ensure that the benefits of this project will continue in the medium/long term, after HEFCE funding ceases.

Maximum length of reply: 600 words

9. Corporate Social Responsibility: Please explain how the project will meet its responsibilities in the following three areas.

Equality and diversity: How will this project contribute to the promotion of equality and diversity?

Maximum length of reply: 300 words

Sustainable development: How will this project take into account the needs of the environment and of the local and broader community, both economic and social?

Maximum length of reply: 300 words

Procurement: How will this project meet good practice and legislation concerning the procurement of goods and services?

Maximum length of reply: 300 words

10. Monitoring and evaluation strategy: Explain the monitoring and post-project evaluation framework.

Maximum length of reply: 600 words

11. Project management

Key Performance Indicators: Please detail the 'hard' and 'soft' performance indicators that you plan to use during the lifetime of the project and on its conclusion to help ensure that project objectives are met.

Maximum length of reply: 600 words

Risk assessment: Please prepare an outline risk assessment of your project.

Maximum length of reply: 600 words