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

|  |
| --- |
| **Executive Summary**: Briefly outline what you want to do, including why you think it matters and how the project is embedded within the University (max 150 words). |
|  |

|  |
| --- |
| **Partners:** List who you want to work with inside and outside the University. Give details of any financial or in-kind support (max 100 words). |
|  |

|  |
| --- |
| **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. |
|  |

|  |
| --- |
| **Audience:** Who is the audience for your project and how do you know that the project will engage them? (max 100 words) |
|  |

|  |
| --- |
| **Budget:** Give an outline estimate of costs & income broken down into main budget headings only (e.g. event costs, professional service fees, comms/marketing, staffing, ticket income, funding). |

|  |  |
| --- | --- |
| **Description of Cost:** | **Estimated Amount:** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **TOTAL** |  |

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