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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 the possible longer-term phases of the project. Explain why you think the project matters and how it 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 numbers (if any). Include any digital outputs. |
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| **Audience:** Who is the audience for your project (either at this stage or in the future project to which this stage leads). How do you know that the project has the potential to 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? |
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