

Sustainability Fund 2023-24

Application Form

Thank you for applying to the Sustainability Fund (formerly known as the Green Fund). We look forward to reviewing your proposal.

Please answer all questions and prompts in the application form and email the completed version to GreenFund@westminster.ac.uk by **12pm, Monday 11th December 2023**.

For further information and guidance, please contact GreenFund@westminster.ac.uk.

This application form will follow the format below:

1. Project Identification
2. Project Topic
3. Project Impact
4. Project Management
5. Next Steps

# Project Identification

## 1.a. Project title:

## 1.b. Please use the table below to list your project team (\*\* Student Partners 1-2 & Staff Partner 1 are mandatory). Their name should only be listed if they have already agreed to participate by the time your application is submitted.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name | Student ID | Westminster Email | College/School & level of study |
| Student Partner 1 \*\* |  |  |  |  |
| Student Partner 2 \*\* |  |  |  |  |
| Student Partner 3 |  |  |  |  |
| Student Partner 4 |  |  |  |  |
| Staff Partner 1 \*\* |  |  |  |  |
| Staff Partner 2 |  |  |  |  |
| Staff Partner 3 |  |  |  |  |

# Project Topic

## 2.a. Please provide an executive summary of your project. (max. 250 words)

# Project Impact

## 3.a. Please describe the perceived problem or need which led you to formulate a Sustainability Fund project proposal. (max. 150 words)

## 3.b. What outcomes do you wish to achieve from this project? (max. 150 words)

## 3.c. How does your project align with the [United Nation’s 17 Sustainable Development Goals](https://sdgs.un.org/goals)? Are there specific goals your project addresses? (max. 150 words)

## 3.d. Please describe your approach to achieving the aims of your project. How will you ensure the successful delivery of the project? (max. 150 words)

## 3.e. How do you envision the upkeep or further life of your project beyond the end of the Sustainability Fund cycle in June 2024? (max. 150 words)

# Project Management

## 4.a. Communication: How will the partners in your team communicate to manage the project and share its workload?

## 4.b. Budgeting: Please provide an itemised budget required of your proposed project with as much detail possible.

## 4.c. Planning: Please provide a timeline of your proposed project with as much detail possible.

## 4.d. Feedback Loops: Please provide an evaluation plan of your proposed project with as much detail possible. When and how will you evaluate your successes and setbacks to ensure your project stays on track?

# Next Steps

A selection panel will assess applications once the application window closes at **12pm Monday 11th December 2023**. You will be notified of your application’s outcome via email by Monday 2nd January 2024**.**

If your application is successful, your team will be required to attend a session in January 2024 (once students have returned to their studies) to workshop your project ideas alongside the Sustainability Fund panel with information regarding how to run your project sustainably and efficiently.

Mid-way through the project duration, you will present your team’s progress to the Sustainability Fund panel and fellow project teams.

You will present your finished project and a poster at a Sustainability Fund celebration event - open to all students, University colleagues, and guests - in mid-June 2024. To complete the project your poster and a communication pack – comprising of an annotated deck of images and an abstract with a key image - will need to be submitted by this final event in mid-June 2024.

A detailed timeline of key dates will be circulated shortly.

You can see successful projects from 2022-23’s Fund [here](https://www.westminster.ac.uk/news/westminster-green-funds-winning-projects-announced-for-the-2022-23-academic-year). Good luck with your application!