**Application Form – Arts and Humanities Impact Fund 2023-2024**

Please read the Guidance Notes for further details on fund aims and eligibility criteria. If you have any queries or questions, please contact Impact-Programmes@Essex.ac.uk. This application form is for the calling window 4 September to 2 October 2023. Funds will be allocated to successful proposals for Financial Year 23-24 and must be used by 31 July 2024 as an absolute deadline.

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| **Lead applicant name**  |  |
| **Email**  |  |
| **Department**  |  |
| **Name(s) of co-applicant(s)** |  |
| **Project title** |  |

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| **Briefly describe the project.** *How does the proposal align to the fund’s aim of producing Arts and Humanities impact ahead of REF2028 Impact Case Study Submissions? 200 words max* |
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| **What are the outcomes and impacts you intend to achieve from the project?** *200 words max* |
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| **How will you achieve the intended impact?** *What activities are you planning and why? 250 words max* |
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| **Is the activity being organised in collaboration with an external partner(s)?** [ ]  **Y** [ ]  **N***If yes, please provide details of the partner and any contribution they will make to the project* |
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| **Outline the proposed timescale including planning, delivery, and evaluation.** |
| **Time period** | **Activity** |
| *e.g., May-June* | *Development of workshops*  |
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| **Please specify how much working time you and your applicants will commit to the project** *(please give this information as an FTE or a total number of hours).* |
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| **Please describe your plans for follow up activities.** *200 words max* |
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| **How and when will you evaluate the project’s success, the scale of the impact, and the potential for follow-on work?** *200 words max* |
|  |
| **Funding requested** *to a maximum of £10k including VAT. Please itemise your budget.* |
| **Expenditure Item** | **Amount (£)** |
| Equipment |  |
| External professional fees (consultants, services etc.) |  |
| Travel |  |
| Consumables |  |
| Staff costs – research/project assistance |  |
| Other |  |
| **Total project cost (including VAT)** |  |
| **I agree to undertake the work described in the project proposal and to submit a report to the Research and Enterprise Office on completion of the project** |
| **Signature of Lead Applicant** |  |
| **Date** |  |

**FOR OFFICE USE ONLY**

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| **Project Approval by:** |  |
| **REO** |  |
| **RCP record No** |  |
| **Project Decision Date** |  |
| **Date Applicant Notified** |  |