Sustainable UCL funding request form

Teams can apply for up to £500 worth of funding from a £2,000 pot. This funding is to go towards projects which stem from departmental sustainability plans. In order to seek funding teams must show that they have:

* A Sustainability Plan or Strategy in place which is signed off by the department’s senior management
* Sought to secure funding internally from the department
* Considered how the project is in line with UCL’s [Sustainability Strategy: Change Possible](https://www.ucl.ac.uk/sustainable/sites/sustainable/files/change_possible._the_strategy_for_a_sustainable_ucl_2019-2024.pdf)
* A clear goal and smart targets for the project
* The ability to use the funding by May 2021
* Where possible students, professional staff and academics must be consulted
* Please state the legacy of this project, e.g. how you will continue to ensure the project in place is maintained.

To apply for the funding teams must request this by December 1st and complete the form below.

# Contact Information

Department Name:

Project Lead:

Project Name:

# Project Overview

Please explain what you would like the funding for. This should include what sustainability issue you would like to solve and how your project will achieve this aim. Please upload your Sustainability Plan with this to demonstrate that this is a key sustainability issue for the department. Examples could include, but are not limited to, energy saving measures, communication and engagement, curriculum development and biodiversity projects.

# Alignment with UCL’s Sustainability Strategy

Please state how this will align to UCL’s Sustainability Strategy. This could include UCL’s three signature campaigns or the three Sustainability Foundations, see here: [www.ucl.ac.uk/sustainable/sustainability-ucl/change-possible-strategy-sustainable-ucl-2019-2024](http://www.ucl.ac.uk/sustainable/sustainability-ucl/change-possible-strategy-sustainable-ucl-2019-2024)

# Project Plan:

Describe how you will carry out the project and achieve your aims. Note here specific, measurable, relevant and time-bound (SMART) objectives. See her for support: <https://www.mindtools.com/pages/article/smart-goals.htm>.

# Stakeholders

Write down who you will need to consult with and work with to deliver your project.

# Measurement

Briefly describe how you will measure the impact and success of your project. This could be qualitative and/or qualitative.

# Any further information?

Thanks for completing this form! Please send to Chiara Morfeo (c.morfeo@ucl.ac.uk) by December 1st. You will be notified if you are successful or unsuccessful by the end of Term 1.