UNIVERSITY ENDOWMENT FUND

Introduction
This academic year, the Acting Vice-Chancellor has allocated £10,000 from the University’s Endowment Fund to support staff and students running departmental, school or function events. Events which include participation from local communities, public or external stakeholders are particularly encouraged.
Up to £1,000 can be granted per event.

How to apply
You will need to fill out a short application form below summarising your event, providing a budget plan to demonstrate the required cost for the proposed project and accounts information should your bid be successful and emailing it to vc@reading.ac.uk.

Criteria
Your event must help deliver the School’s or Function’s vision as stated in the 5-year plan and demonstrate an external focus, either locally or with key stakeholders.
Your event should take place between Monday 14 January and Friday 14 June 2019.

Timescales
The fund will be open for applications until Friday 4 January 2019. We will aim to notify applicants of their success by Monday 14 January 2019.
**APPLICATION FORM**

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<tr>
<th><strong>Name:</strong></th>
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<td><strong>Name of School, Department or Function:</strong></td>
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**What are you proposing to do? (Max 100 words):**  
Click here to enter text.

**When are you proposing to do it? (Max 100 words, please provide dates where known):**  
Click here to enter text.

**Explain how your event demonstrates an external focus, either locally or with key stakeholder (Max 100 words):**  
Click here to enter text.

**Explain how your event will help deliver the School’s or Function’s vision as stated in the 5-year plan (Max 100 words):**  
Click here to enter text.

**Other supporting information (Max. 100 words):**  
Click here to enter text.

**Budget Plan (breakdown of total proposed costs):**  
Click here to enter text.

**Project and account number that the award will be transferred into:**  
Click here to enter text.

**School Accounts Contact:**  
Click here to enter text.