

# Campus Vibrancy; Student Funding Application Form

## ABOUT THE CAMPUS VIBRANCY FUND

Are you a University of Cumbria student planning an event, activity, or awareness campaign on or around your campus? If so, you could be eligible for **funding of up to £150!**

As part of a long-term Campus Vibrancy initiative, UCSU and the University of Cumbria seek to support and encourage students in planning and delivering activities and events across major campuses. To enable this, UCSU have been granted additional funds, which individuals and/or groups can submit bids to access. There are three basic criteria:

- 1) You have to be a student at the University of Cumbria
- 2) Your event/activity has to take place on a campus of the University of Cumbria
- 3) Your event/activity has to be open to all (including students, staff etc)

Examples of previous successful bids include:

- Raffle prizes
- Inter-site travel for awareness initiatives or skills exchanges that support learning
- Awards events; catering, travel subsidy, and trophies.
- Formal events (Balls, Dances etc)
- Catering for drop-in sessions promoting a free local service (such as health, support for carers etc)
- Community Fairs (where student groups and local community groups mix)
- Film nights which link course objectives with equality & diversity awareness campaigns
- Wellbeing events raising the profile of social activities (such as knitting, walking etc)
- Fund-raising events such as open access cycling, sponsored health drives etc
- Activities promoting leadership, individual success and bringing about change in support of International Womens' Day
- World food café, promoting diversity and inter-cultural exchange through free food from a range of different countries

To apply for activity funding, please complete the below sections and return the form, in full, to **campusvibrancy@cumbria.ac.uk**. Please submit your application at least two weeks (preferably three) before your activity or event. We would expect to make a final decision on your application within 5 working days, so make sure you leave plenty of time!

# Application Form

Please complete the following sections, providing as much detail as possible.

## Section 1: About you

Name:

Preferred contact telephone number:

Preferred Email Address:

Are you applying as an individual or on behalf of a group?

Individual

Group

If group, please provide the name:

Which campus' fund are you applying to?

Lancaster

Fusehill Street

Brampton Road

Ambleside

London

## **Section 2: About your activity**

With reference to the following points, please describe your proposed activity/event/initiative:

- What are you planning?
- What made you decide on this activity? For example, is it related to an awareness day/month, a charity you support, or part of your course?
- Do you think the activity could benefit staff/students/the local community? If so, how?

Where would you like your activity to take place?

- Will it be on campus, in a specific area or room?
- In an area or location near your campus?

How many people are you aiming to engage with?

- Is your activity open to students/staff across UoC, or only those in your Group/Society/Course? Is the activity open to the wider community?
- How do you plan to increase engagement? For example, are you taking steps to make the activity accessible?

### **Section 3: How can we support you?**

What is the amount you are applying for?

- How will the money be spent?
- What difference would funding make? Would the activity still go ahead without it?

Do you need any support in booking equipment, furniture, or spaces?  
If so, please let us know below:

## **Section 4: The Boring but Important stuff!**

### **Your Responsibilities**

Please be aware that the University and UCSU require that the event co-ordinator must take responsibility for the safe and proper planning and delivery of the event. This includes complying with statutory and best practice processes and procedures such as Risk Assessments etc. We have provided the following additional information and templates to help!

**Risk assessments** – All events and activities must complete and attach a Risk Assessment form to the application, some templates are available through the Students' Union covering some common types of activity although it is the event leaders' responsibility to ensure that the template has been reviewed and amended to reflect the specific event. Templates are available [www.ucsu.me/risktemplates](http://www.ucsu.me/risktemplates)

**Promotion via UCSU/UoC** – ensure you email [rachel.o'donovan2@cumbria.ac.uk](mailto:rachel.o'donovan2@cumbria.ac.uk) and [goodnews@cumbria.ac.uk](mailto:goodnews@cumbria.ac.uk) with details of your final event including where, when, what, who etc at least 15- 20 days before your event, for larger events you may want to tell them even earlier! These email addresses cover both the University and UCSU Communications teams who will help promote appropriate activity via social media platforms, digital display screens and event calendars.

**Guidance** – Students can seek further guidance through the Students' Union, if you are planning activity as part of a UCSU-affiliated Student Group please speak to [Robert.Ward@cumbria.ac.uk](mailto:Robert.Ward@cumbria.ac.uk) or, if you are an Ambleside or Brampton Road based student speak to our site-based staff [Adam.davies@cumbria.ac.uk](mailto:Adam.davies@cumbria.ac.uk) (**Ambleside**) or [Donna.salter@cumbria.ac.uk](mailto:Donna.salter@cumbria.ac.uk) (**Brampton Road**). Any student can ask for general advice/support on planning and delivering events from the UCSU External Sales and Events Coordinator [Jeanne.gate@cumbria.ac.uk](mailto:Jeanne.gate@cumbria.ac.uk)

**Room Bookings** – You should make appropriate arrangements to book suitable space for your event prior to making the application, this can be done by emailing [timetabling@cumbria.ac.uk](mailto:timetabling@cumbria.ac.uk) and quoting that you are booking a room for a Campus Vibrancy event.

**External Speakers** - If your event involves an external speaker (i.e. someone who is not a member of staff or student coming in to speak/present at the event) then you will need to complete and attach an External Speaker Form – available [here](#).

## How we make a decision

Decisions on applications for funding support will be made by a panel of UCSU Full Time Officers and UCSU staff. If funding has been applied for and granted this will be paid through one of the following methods:

1) For UCSU and UCSU affiliated Student Groups – Granted funding will be paid into your SU account, please ensure you write the name of your Group here:

2) For unaffiliated student-run events or staff wishing to reclaim funds against expenses – funds granted will be paid into a bank account via BACS. Please provide the following details:

Bank/Building Society name:

Address:

Sort Code (6 digits):  Your Account Number:

Roll Number (Building Society only):

By placing an X in this box and typing your full name below you are agreeing to allow the University of Cumbria to use your bank details for the purpose of paying any award you may be given.

Name

Date