|  |  |
| --- | --- |
| Black History Month Funding – Proposal Form | |
| **Name of individual(s), society/Network or project group:**  **(please confirm whether individuals are staff or student)** |  |
| **Planned activity, event or project:** |  |
| **Timescales of planned activity, event or project:** |  |
| **Intended audience of planned activity, event or project:** |  |
| **Please outline how your event/activity/project meets the aims of the fund, which are:**   * *To promote the awareness and knowledge of black history* * *To celebrate the achievements and contributions from individuals of African and Caribbean heritage* * *To educate and foster engagement with the lived experiences and cultures of those with African and Caribbean heritage* | |
| **Funding amount requested:**  ***Please note £500 maximum request (this may be extended for specific projects where clear rationale is provided and where funding is available)***  *Please note, staff should manage the payments for their project via Agresso themselves. If there are any difficulties with this, please highlight this in your application. Students should liaise with the Diversity and Inclusion Adviser re payments.* |  |
| **Please outline the reasoning for the funding amount requested. Please be specific here and demonstrate clear costings e.g., printing costs, catering costs etc.:** | |
| **Please confirm that you agree to provide a short overview of the event, activity or project after completion to be showcased as part of the Black History Month Fund Archive**  Yes, I agree | |
| ***For Black History Month Panel Use*** | |
| **Decision from BHM fund panel (include decision and comments):**  **Approved**  **Project Code:**  *Please quote this project code in the description tab of your purchase order on Agresso to enable us to accurately track spending.*  **Budget Code:**  *Please use this budget code for the agreed funding amount.* | |