1. **Staff Member Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Title | Full Name | | Staff No |
| Department | | Job Title | |
| Staff Email | | Extension No. | |

Project Start Date: Project End Date:

* Is the project a required part of the student’s course? Yes/No
* Have the students participating in the project been identified? Yes/No  
  (if yes please list their names, course and student numbers below)

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1. **Country/Countries of Project**

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1. **Summary of Project**

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1. **What are the expected outcomes and impacts of the project?**

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1. **How did the idea for the project originate?**

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1. **How does the project relate to the student’s studies and/or personal development?**

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1. **Project Costs and Funding Sources**

Please provide a breakdown of the costs of the project in section A, showing evidence of costs, and expanding where possible (e.g. Travel – train, flights, bus). Other sources of funding (e.g. self, other University sources\*, other grant applications) should be listed in section B.

|  |  |  |
| --- | --- | --- |
| **A Description of Expenditure** | | **£** |
| Equipment | | 00.00 |
| Travel | | 00.00 |
| Accommodation | | 00.00 |
| Meals | | 00.00 |
| Other (please specify) | | 00.00 |
| **Total estimated expenditure** | | **£** |
| **B Self/Other Sources of Funding** \* | **Is the funding definite (Y/N)** | **£** |
|  |  |  |
| **Total self-funded income** | |  |
| **C Estimated Shortfall** | **C = A - B** | **£**00.00 |
| **Grant funds requested\*\*** | **D = C** | **£**00.00 |

\* Where significant funding is also being sought from other University sources, the Development Office reserves the right to liaise with these sources to decide upon a best course of support for a particular applicant.

\*\* Applications should not exceed £1,000 per participating student. The maximum individual amount of £1,000 is awarded for exceptional projects only. If the project expenditure is more than £1,000 per participating student, please state where the rest of the funding will come from.

\*\*\* Please be aware that there are different criteria depending on the funding streams that you may be eligible for. You will be considered under the funding stream that offers the best possible outcome.

**9. Applicant Declaration**

Have you been successful with a Small Project & Mobility Grant application before?Yes/No

If YES – please give details:

|  |
| --- |
|  |

**Signature ………………………………………………………….. Date ………………………………**

Submitting the application

Once completed, please send the application by email to [development@napier.ac.uk](mailto:development@napier.ac.uk).