



CiviContribution Fund Application Form

The CiviContribution Fund focuses on supporting three themes that align with the core principles of the university's [Social Charter](#). All applicants are encouraged to familiarise themselves with the Social Charter before submitting an application.

The following document serves as an overview of the application form for informational purposes. All applications must be submitted through the [online application form](#), which is structured into four sections.

Section 1: Tell us about yourself

In this section, applicants provide personal and professional details.

1. First Name
2. Last Name
3. Queen's email address
4. Applicant status: Specify whether you are a staff member or a student.
5. Staff or Student Number
6. School, Faculty or Directorate

Section 2: Tell us about your project

This section gathers information about your project and the external partner involved.

7. Project title
8. Synopsis of your project: Provide a brief summary (maximum 200 words).
9. External partner: Describe their contributions to your project, and the benefits they will gain.
10. Project theme: Indicate which Social Charter theme will be the main focus of your project:
 - Addressing inequalities and promoting equity
 - Civic culture and intercultural dialogue
 - Education with social purpose
11. Relevance of the chosen theme: Describe how your project meets your chosen theme.
12. UN's Sustainable Development Goals (SDGs): Identify which [SDGs](#) your project aims to address.

Section 3: Funding

This section details the financial requirements of the project.

13. Funding amount applied for: Choose between £2,500 or £5,000.
14. Project code for payment (if known)
15. Sub-analysis code for payment (if known)
16. Detail of the planned activities: Include a timeline and estimated costs.



Section 4: Requirements

This section outlines the necessary approvals and applicant agreements.

17. Project approver form: Approver should [complete this form](#) and you should upload the completed form to the online application, at the time of submission.
18. Terms and conditions: Applicants must agree to the terms and conditions by ticking each relevant statement.