**AHRC Cohort Development Fund (CDF)**

**funding support for Student-Led Events**

Guidance and Application Form 2018/19 V1

LDoc can offer administrative and financial support for student-led events or initiatives which may include: symposia, performances, workshops, poster days, exhibitions, public engagement events, awaydays and cohort development. Financial support applications are usually in the range £200 to £2,000, but smaller or larger amounts will be considered exceptionally.

There are three deadlines for applications this year to coincide with meetings of the Management Group who will assess the applications:

 **28 September 2018**

 **4 Jan 2019**

**26 April 2019**

Applications may occasionally be considered outside these timescales.

Applications on the form below should be sent to ldoc@rca.ac.uk with ‘CDF Application’ in the subject field. All applications will be acknowledged, and considered at the next meeting of the Management Group.

**Terms and Conditions for CDF:**

1. Applications must be from groups of **at least three** LDoc students from **more than one** member institution.
2. Applications should have a sponsoring member of academic staff within KU, RCA or UAL.
3. There must normally be **at least 3 months** between the submission of the application and the date of the event/initiative. This is to ensure good planning and publicity. For small-scale events, a shorter lead time may be considered but this should be discussed with the LDoc Coordinator before submission of the application.
4. Successful applicants will be expected to work closely with the LDoc Coordinator and also the lead administrator at the HEI where the event will be held, who will book rooms and catering etc. on behalf of students. All expenditure will go through LDoc (either the lead HEI will invoice LDoc or directly for the RCA). Student organisers should arrange a meeting with the LDoc Coordinator shortly after their funding is approved. At this meeting lines of responsibility between the student organisers and LDoc Coordinator will be agreed.
5. Each application must nominate a student leader, and this person may submit only one application per year, though can be named as part of the organising group on any number of applications. The LDoc Coordinator will communicate only with the student leader who is expected to relay information as necessary.
6. Each funded event/initiative must produce a short report of around 500 words (with images if possible) suitable for publication on the LDoc website. This should be sent to ldoc@rca.ac.uk within three weeks of the event.

**Guidelines on Eligible Costs for CDF:**

1. All events should be held at LDoc member institutions or Partner organisations unless there is a specific requirement that cannot be met at these venues.
2. For a one-day event, catering should normally consist of a sandwich lunch with soft drinks, morning coffee and afternoon tea.
3. Wherever possible rooms should be booked via an internal contact rather than a Conference Office as the latter will usually charge.
4. Visiting Speakers’ travelling and subsistence expenses will be paid directly by LDoc and will be subject to the policy of the RCA. The policy is available from the LDoc Coordinator; note for example that fees can only be paid to speakers who have the right to work in the UK. Please note that student organisers will be expected to liaise with speakers, and should make it absolutely clear to speakers what expenses and fees will be covered and what is expected in return, in writing.
5. LDoc students can claim travel and subsistence costs for attending the event. These should be included in the event budget presented in the application. Reimbursement via LDoc at ldoc@rca.ac.uk can only be made against receipts. **Non-LDoc students and LDoc Associates can participate in events** (this would be encouraged) **but have to pay their own travel and subsistence costs**.

**Publicity and Administration**

If appropriate, LDoc administration will publicise the event through the LDoc website and Twitter account, handle registrations and send joining instructions. Other publicity, and any documentation to be distributed at the event, will be the responsibility of the student organisers. **Note that all publicity and written materials should carry the AHRC and LDoc logos and make clear that it is a LDoc event/initiative**. Student organisers should agree any areas of responsibility with the LDoc Coordinator at the initial meeting and on an ongoing basis.

**Planning your Event**

You may wish to refer to *Accessible Events: a good practice guide for staff organising events in Higher Education* which is available at: <https://www.tcd.ie/disability/assets/doc/pdf/Accessible_Events.pdf>

* It is best if one-day events start no earlier than 10.30am and finish no later than 4pm to allow travel time.
* Allow sufficient time for discussion of presentations.
* An uninterrupted series of presentations, no matter how good individually, may be wearisome for the delegates. Think about using different formats or devising more participative activities.
* Participants value events as a chance to meet and talk. Allow plenty of time for informal networking.
* A list of guidelines and advice for CDF events is available from the LDoc website:

<http://ldoc-cdt.ac.uk/cdf/>

**CDF Application Form 2018/19**

If you need any assistance in completing this form or estimating costs, please email ldoc@rca.ac.uk

**SECTION 1 – For completion by students**

|  |  |
| --- | --- |
| **1.** | **Date of application** |
|  |  |
| **2.**  | **Title of event/initiative** |
|  |  |
| **3.**  | **Name, University and email address of student who will lead the organising team** (all communication from LDoc will go via this person) |
|  |  |
| **4.** | **Name, University and email address of sponsoring member of academic staff at a LDoc member institution** |
|  |  |
| **5.**  | **Amount applied for (usual maximum £2,000)** |
|  |  |
| **6.** | **Names & Universities of at least two other LDoc students who will form the organising team** |
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|  |  |
|  |  |
| **7.** | **What type of event/initiative do you wish to organise?** For example**,**  performance, workshop, poster day, exhibition, public engagement event or awayday |
|  |  |
| **8.** | **When will the event be held?** |
|  |  |
| **9.** | **Where will the event be held?** |
|  |  |
| **10.**  | **What are the aims and why is it suitable for LDoc funding?** *150 words max* |
|  |  |
| **11.**  | **What will happen at the event or as part of the initiative?** *200 words max* |
|  |  |
| **12.** | **Who would attend/participate?** Please give approximate numbers of LDoc students and others and say if any external presenters (or equivalent) are required. |
|  |  |
| **13.** | **Budget.** Please present an estimate of the costs involved under headings such as ‘catering’, ‘speakers’ expenses’, ‘LDoc student travel’ ‘equipment’. You are encouraged to seek advice from the LDoc Coordinator, who will be able to assist with this part of your application. |
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| **14.** | **Are there any other points you would like to bring to the attention of those assessing your application?** |
|  |  |

**SIGNATURE of lead student**

|  |  |
| --- | --- |
| Signature: | Date: |

***NOW PASS THIS FORM TO THE SPONSORING MEMBER OF ACADEMIC STAFF (Q4)***

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**SECTION 2 - For completion by the sponsor**

Please indicate your reasons for supporting this student-led proposal

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| --- | --- |
| Name:  | Job Title & Institution:  |
| Signature:  | Date:  |

Once completed, this form should be returned to ldoc@rca.ac.uk

**SECTION 3 – Approval by a Co-Director of LDoc Management Group**

i) I approve this application for funding from the AHRC LDoc CDF

ii) I do not approve this application for the following reasons:

|  |  |
| --- | --- |
| Name:  | Job Title & Institution:  |
| Signature:  | Date:  |

For LDoc administration use only

Date application received: