



CLEVELAND SCIENTIFIC INSTITUTION

APPLICATION FORM FOR FUNDING OF EDUCATION & LEARNING PROJECTS

Section 1: Applicants details

Title of Project		
Brief description of project		
Name of Applicant Organisation		
Contact Name for Project		
Contact Address		
Telephone / E mail		
Contact Name & details for Site (if different from above)		
Start date / End Date		
Requested funding from CSI	Number of Students involved	Number of schools involved
Target audience	Key Stage	Others

Has the project been approved by the school management team YES / NO
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Funding Decision approved at CSI meeting date

Approved	YES / NO	Deferred
Proposed by;	Seconded by :	
Reason for acceptance / rejection		
CSI Contact		
Record any requests for further information here		

Successful applicants must acknowledge CSI support for their projects and display the CSI logo wherever possible on equipment, clothing or signage. Please contact CSI for details.

SECTION 2 : Project Description

2.1 What are the Aims, objectives of the proposed project (<250 words).

2.2 Who will be the Target Audience

This could be students in school, FE, Universities, general community, people from industry, or teachers.

Age range or Key Stage of pupils / students (please mark against all sections that apply)

	Key Stage						
Education	1	2	3	4	Post 16	FE / Higher Education	Community Projects (Young people NOT in work, training or education)
Age range	5 – 7	7– 11	11 - 14	14 -16	16 -19	19 - 24	
Project							

2.3 How have you ascertained that there is/will be a demand for this project (<200 words)

Have schools/colleges/organisations been consulted about the likely demand for project? Part of school curriculum?

Schools/organisations to be involved	Further information

2.3 How will the project be delivered? (<200 words)

Will it be delivered by teachers alone, or with external support (eg STEM or industry/ university) . Will it be delivered in curriculum time, is it an outside event or industrial involvement

2.4 What Resources will be required to deliver and manage the project,

(Other Organisations involved: Community, charity, religious, local authority, other)

2.4.1 People

	Anticipated Numbers involved	Further details on resources
Teachers		
People from industry		
Others (e.g. paid assistant support, consultancy)		

2.4.2 Pre-project work

(What up-front pre-work will be implemented? Are curriculum requirements understood? Have teachers been briefed about the project? Do plans include use of supply teachers, transportation, time out of school?).

3 Sustainability

3.1 Is this intended to be a 'one off project' ? YES / NO

3.1.1 If answered No then please indicate if the project is intended to request funds in subsequent years.
(Are you depending on CSI to fund this project in future years ?

3.1.2 If answered YES say how can it be replicated?

3.3 Is there a previous history of similar funding or related projects

4 Safety Risk Assessment

Please identify key safety and health risk assessments, which relate to the project, including qualifications of any relevant staff and CRB (Criminal Record Bureau). Schools must conduct their own risk assessment, based on any external available assessments including items unique to the event, transportation and any disability requirements.

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SECTION 5: Finance and Support

Please show your total funding breakdown and complete on additional sheets if there are separate activities (if applicable.) Include costing for other peoples time and any in-kind contributions

5.1 Breakdown of what items are to be purchased in project, highlighting where CSI funding used

Monetary contribution	Fund value	Items purchased	Further information

5.2 Overall cost of project (managed by project manager)

	FUNDING SOURCE	VALUE £	DETAILS
(i)	CSI contribution to project		
(ii)	Matched Funding		
(iii)	Other internal / external contributions		
	Total cost of the project		

6 Confirmation of project success

How will you measure the success for the project

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SECTION 7: Project closure Evaluations/Feedback

To be completed after funding period ended or upon completion of project.

Submit interim and final reports to CSI on the monitoring forms supplied to agreed CSI contact, outlining whether aims and objectives have been achieved, any rewards, successes, difficulties, challenges experienced. Provide evidence of the use of the CSI logo.

7.1 Were the aims and objectives met for his project? (<200 words)

Please attach a short report of the project (either use the space provided or attach to this form)

7.2 What was the most successful aspect of the project

7.3 What was the least successful or most challenging/difficult aspects of the project?

7.4 Were there any additional or un-anticipated benefits

7.5 Was all the monies spent ? Or was additional funding required

7.6 References to documents provided