Keele Key Fund 2023: Application questions

This document lists all the questions you are asked as part of the Keele Key Fund online application form. We've listed them below simply to help anyone wishing to print off the questions or draft the application in a Word document before submitting it online.

Please note, applications will not be accepted in this format – please complete the Microsoft Form available at keele.ac.uk/keelekeyfund

1. Full name

2. Your organisation, department, club or society name

3. Email address

4. Phone number

5. Project title

6. Who, and approximately how many, will benefit from this project? (50-100 words)

7. **Please describe your project in no more than 500 words. This needs to include a full budget as part of this, (i.e. a detailed breakdown of costs).**
This is the question requiring the most detailed answer (Maximum 500 words).
If your budget breakdown is in a table format, please upload this as a word file (next question)

8. If your budget breakdown is in a table format, please upload it here.

9. How will your project enhance the activities and/or the reputation of the University more widely?
(50-100 words)

10. Please give brief details on how the project could appeal to, and interest, Keele Key Fund supporters (i.e. Keele alumni).
When completing this section, please consider how the project might recognise and be reported to donors, informing them how their money could be spent.
(50-100 words)

11. Project start date

12. Project end date

13. Total project cost

14. Amount of funding you're applying for

15. Have you applied for any other sources of funding for this project? Yes/No

16.If yes to Q15, what other source(s) of funding have you applied for?

17.If yes to Q15, how much funding is expected from these other sources?

18.Are you making this application on behalf of a school or department? [Yes/No]
If so, please ensure that this form is signed by your budget manager. In the case of more than one application being made on behalf of a school or department, the Head should indicate the school or department priority among the bids submitted.

If your project involves refurbishment or change to a University room or building, please ensure that Estates are fully aware of your intentions and provide formal supporting documentation with your application that Estates have approved.

19.Signature of budget manager (if applicable)
Please upload a jpeg file of their signature. Alternatively, the budget manager can support the application by emailing alumni.hq@keele.ac.uk to confirm they have reviewed and support your application, but this email must be received before the deadline.

20.Print name of budget manager (if applicable)

21.Are you making a KeeleSU or AU application? [Yes/No]
For example, an application from a student sports group, club, society or JCR. If so, this form should be signed by the relevant KeeleSU Sabbatical Officer for authorisation prior to the stated deadlines.

22.Signature of Keele SU / AU Sabbatical Officer (if applicable)
(Non-anonymous question)
Please upload a jpeg file of their signature. Alternatively, the Sabbatical officer can support the application by emailing alumni.hq@keele.ac.uk to confirm they have reviewed and support your application, but this email must be received before the deadline.

23.Print name of KeeleSU / AU Sabbatical Officer (if applicable)

24.Additional upload (if required)
If you need to add any additional evidence of approval for your project, e.g. approval from Estates, please do this here.
Upload file

25.Your signature
By signing, you agree to provide a thank you message to donors, and outcomes report once your project is complete. Further info will be provided about this at a later date.
Please type your name below - there's no need to upload a file.

If you have any questions, please contact alumni.hq@keele.ac.uk