**Application for Alumni Funding (£100-£3000)**

**Project name:**

**Name of student group or department applying for funds:**

**Related website &/or social media page:**

**Principal Applicant/Project Lead** *One named individual must take responsibility for leading
the application. Correspondence will be principally conducted by use of College email only.*

Title:

First Name:

Family Name:

Student Number:

College email address:

Phone number:

Position held within student group or department:

 **Number of students involved in project:**

 **Names of students involved in project:**

**Please provide full details about the project, including dates and items for which you require funding. Please note where they are in support of the** [**College’s strategic objectives**](https://www.royalholloway.ac.uk/iquad/documents/pdf/principal/theroyalhollowaystrategicplan2013%E2%80%932020.pdf)**,** [**most notably those under Theme 3 – Our Student Experience**](https://www.royalholloway.ac.uk/iquad/documents/pdf/principal/theroyalhollowaystrategicplan2013%E2%80%932020.pdf)

**Budget**
Please illustrate all expenditure (and any income) relating to the project clearly identifying where funds are to be raised by other sources or by the amount being applied for by the fund. Please also clearly show what is guaranteed/confirmed and what is provisional/estimated.

**Total amount of money applied for (GB pounds):**

**Breakdown of costs:**

**Notes:**

Once completed, please email this form, along with a supporting statement, to alumnifund@royalholloway.ac.uk from a College registered email address.

By submitting the application from a College email address you are acknowledging your understanding of the application criteria and declaring that to the best of your knowledge the information you have supplied is correct. Please ensure you have met all the application criteria and will be willing and able to commit to the terms and conditions of receiving the funds. Successful applicants will receive will need to complete and return a Memorandum of Understanding Form within five days of receipt.

We recommend you submit an application at least six weeks prior to you needing the funds to ensure time for application, decision, agreement, invoicing and payment.