university of Reading Community fund

Application Form

Introduction

The University of Reading has agreed to provide funding of £30,000 for the academic year 2024/25, which can be applied for by employees of the University of Reading. Employees are defined as anyone with a substantive employment contract at the University of Reading, regardless of grade or role as of the date of the application deadline and includes those on fixed term contracts. The awards are to support projects undertaken with and for the benefit of Thames Valley (defined as within the counties of Berkshire, Buckinghamshire or Oxfordshire) community groups and/or individuals and which further at least one of the University’s charitable objective of advancing education, learning and research.

The emphasis of the Fund is to provide on one-off, smaller awards (in the region of £1,000 p.a.) but there is the capacity for larger awards (up to a maximum of £10,000 p.a.) on a one-off or multi-year basis, where the selection panel feels more significant investment, over a longer period of time, will make a transformative difference to the local community and the University’s charitable objectives.

**Before completing this form**

Please read the separate guidance notes (link below) in full and check that your local community group, or relevant individuals, is located within the geographical area outlined therein, before completing this application form.

<https://static.reading.ac.uk/content/Documents/Discover-About/CEF-Guidance-notes.docx>

Submitting your application

Please complete this form in full and ensure that you submit it by the deadline, midnight on 30June. Please send it by email to [vc@reading.ac.uk](mailto:vc@reading.ac.uk) or, if this is not possible, please post it to

University of Reading

Vice-Chancellor’s Office

Whiteknights House

Shinfield Road  
Whiteknights   
Reading

RG6 6UR

# Application Form

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| **Name:** | Click here to enter text. |
| **Name of School, Department or Function:** | Click here to enter text. |

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| **Project Title & Summary (Max 200 words):** Please make sure that the title describes clearly what you intend to do. To note: the title and summary may appear as written here in press releases or promotional materials on the University of Reading communication channels.  Click here to enter text. |

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| **Local Community Group (Max 200 words):** Which local community group or other organisations will you be collaborating with to complete this activity?  Click here to enter text. |

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| **Project Aims (Max 250 words):** What are the main aims of your project and what positive social impacts do you hope it will bring about?  Click here to enter text. |

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| **Project Activity (Max 400 words):** What activity will you carry out in order to meet these aims? You should include key dates for planned activity  Click here to enter text. |

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| **Project benefits (Max 250 words)** Explain how this activity meets the University’s charitable aims of advancing education, learning or research, together with broader social impact it will make to the local community  Click here to enter text. |

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| **Budget (breakdown of total proposed costs):**  Please provide a breakdown of how you will spend the budget. Please give as much detail as possible, regarding anticipated expenditure such as venue hire, event or material costs, performance fees, travel or transportation costs, marketing, and publicity costs, including the total budget requested.  Click here to enter text. |

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| **Total expected expenditure** |  |

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| **How much funding are you seeking from the Fund** |  |

**Project and account number that the award will be transferred into:**

Click here to enter text.

**Line Manager and Head of School/Function sign-off:**

Click here to enter text.