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| **Project/Proposal/Initiative tile** |
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| **Proposed start and finish dates**  *The proposed period of activity for your initiative must encompass all aspects of work involved, from research and development time, through actual activity delivery and including evaluation and reporting time.*  *(i.e. mid-April 2021 to late-November 2021)* |
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| **Please provide a brief overview of the project/initative**  *(100 words max)*  *This short description should enable us to understand the idea and purpose of the project.* |
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| **What are the aims and intended outcomes of this iniative?**  *(100 words max)*  *Aims should reflect changes that the project intends to make (i.e. to improve; to develop; to enable; to reduce etc.).*  *Outcomes are the actual products of the project (i.e. a series of collaborative, interactive workshops; an open-air exhibit; online resource archive).* |
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| **Please briefly describe the research subject matter that underpins this engagement project**  *(200 words)*  *What is the research that you are seeking to engage your audience with and why?* |
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| **Please describe the nature of the actual engagement activity of this initiative**  *(200 words max)*  *What will your engagement with your audience look like? What will the activity/activities involve?* |
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| **Who is the intended audience of this activity & how many people do you expect to engage?**  *(150 words max)*  *With which specific public group are you looking to engage? (I.e. secondary-school age students, within the Lincoln city area, with an interest in the impact of their food-miles)*  *If your project will engage less than 10 members of the public, please provide a brief justification.* |
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| **How will the audience, researcher, university and research benefit from this project's activity?**  *(200 words max)*  *Outline how the different stakeholders in this will benefit from their involvement, where applicable.* |
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| **How will you evaluate your engagement activity to show you have met your aims?**  *(200 words max)*  *What methods do you plan to use to assess and demonstrate the impact that your project's activity will have on those involved and to what extent you will have met your project aims.* |
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| **Total amount of funding requested** |
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**Please provide a document detailing your project timeline and budget breakdown**.

*In a single document, please provide a detailed timeline for your project (as a Gantt chart or other appropriate format) and a clear budget breakdown showing what items you intend to spend your funds on, and a brief justification for each.*