**Sustainability Projects Fund:**
**Application questions and assessment criteria**

Window 1: 10 March – 22 April 2025

**Application questions**

Asterisks indicate required questions.

1. Project title \*
2. Project lead (name, University email address and department/team) \*
3. Name of other team members (if applicable).
4. Aim of project (max 200 words) \*
5. How does the project help the University meet its sustainability commitments?\*
6. Request amount (£) \*
7. Is the requested amount full or partial funding? \*
	1. Full funding
	2. Partial funding
8. Please tell us what financial contribution - if any - you or any stakeholders are contributing to this project.
9. Please tell us what non-financial (such as in-kind) contributions - if any - you or any stakeholders are contributing to this project.
10. How would you adapt the project if you were to receive 50% more/less funding?
11. Rough budget breakdown. Please split the spend into what is required up until 31 July 2025 and what is required between 1 August 2025 and 31 July 2026. \*
12. Estimated project timeline (please include any pending approvals) \*
13. Is this an existing project? \*
	1. Yes
	2. No
	3. Other
14. If an existing project, please describe how this funding would provide additionality.
15. Who are your key stakeholders and how will they be engaged in this project? \*
16. Approvals: Do you have approval from key stakeholders to undertake this project? Please provide details,; including any approvals that you still need to receive (including ethics approval if required). \*
17. What are the anticipated financial and non-financial benefits and how will they be measured? \*
18. Do you commit to sharing learning from the project? This will be in the form of short progress and end-of-project reports (template provided) and information for comms (e.g. a short blog or video). \*
	1. Yes
	2. No
	3. Other
19. Please describe how you might share learning beyond the project reports.
20. What will be the effect of non-approval? Describe the effect and outcomes of the submission not being approved.\*
21. Is there any other information that you would like us to consider in assessing your application?

**Assessment criteria**

1. **Sustainability impact**
How well does the project help the University meet its sustainability commitments and create meaningful change? What will the impact be?
2. **Deliverability**
Is the project realistic to achieve within the proposed timeframe and budget? Is there a coherent plan with clear and tangible outcomes and deliverables?
3. **Value for money**

What are the anticipated financial and non-financial benefits? How will they be measured? Are the anticipated benefits reasonable for the funding requested?

1. **Sharing learning**

What are the plans to share learning from the project? Do project owners commit to providing information to help evaluate success of the fund and provide comms materials?