**The Eden Fund for Education Enhancement**

**Application Form – Cover Sheet**

Applications should be made by submitting a completed application form by email to lse.eden@lse.ac.uk before 12:00 midday on the date of the relevant application deadline.

**Title of project:**

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 **Name(s) of people applying for funds:** *(Please also specify the Project Lead)*

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| **Name(s)**  | **Role/Job Title (s)** | **Email Address** | **Department (s) / Division (s)** |
| Project Lead: |  |  |  |
| Lead Contact (if different to the Project Lead): |  |  |  |
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 **Timescales of proposed work/project:** (*Proposed start and end date)*

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 **Funding required:** (*Total amount of Eden Fund money being applied for)*

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 **Which education and student experience-related priority or priorities of LSE 2030 does this project support?** *(Refer to guidelines for particular strategic priority areas and discuss the broader LSE 2030 priorities with the Head of the Teaching and Learning Centre as needed)*

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 **Project description, including the challenge/opportunity the project is addressing/taking advantage of, for the benefit of which group or groups, and what success will look like:** *(500 words max)*

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**Benefits:** *(Please list the main benefits as you see them of this proposal, with consideration for LSE 2030 and the strategic priority areas outlined in the guidelines. Then please complete a ‘Benefit Form’ (found at the end of this document) for each of the benefits listed here.)*

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| **Benefit no. (there may only be one)** | **Benefit name** | **Benefit description (brief)** |
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 **Overall timescales - key dates & milestones:** *(This section should list the milestones/key dates, from initiation to benefit(s) realisation.)*

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 **Student Involvement:** *(Please set out how your project has been planned with students and or/their representatives and how they will be involved in the project implementation.)*

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 **Wider Outcomes:** *(Please consider how you think the outcomes of your project will be useful to the wider education community at LSE and how the results/learnings of your project will be shared, for example through an ‘Impact Case Study’.)*

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 **Costs/budget plan:** *(Please provide a detailed plan for all costs associated with your proposal. If the project spans more than one academic year please give detailed plans for expenditure per year. Please give the total amount and, if applicable, identify the areas that the funds will be applied to. Please give details of any other funds being applied for, or existing budgets being used, and for what purposes. If you attach a budget document please summarise below and make reference to your attached document. Please also provide details, if appropriate, of how you intend to make the outcomes of your project/initiative sustainable without further Eden funding.) Max 300 words.*

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 **Team:** (*Please list the people who will be involved in delivering the project if they are not part of the team applying for funds.)*

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| **Name** | **Job Title and Department/Division** |
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 **Other dependencies:** *(Please provide details of any known dependencies that this proposal relies upon for it to realise its benefits, this may be a system, person or groups of people.)*

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 **Approvals**: (*Project Lead to sign here to approve the application, and agree to the requirements as set out in the attached Eden Fund Guidelines)*

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 **Financial Management**: (please provide the following information to enable the smooth transfer of funds in the event that your application is successful)

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| Department that will host the fund (if a joint project) |  |
| Budget code to transfer funding to |  |
| Budget Controller |  |
| Signatories (signatories must already be on the signatory database) |  |

**Eden Fund: Benefit Form**

Please provide a description of the benefit or benefits (the positive change outcome(s)) that the project is planned to bring to a group or groups. Please complete one form for each benefit that you expect the project to deliver, as outlined in the application form. This form will be referred to during the project to enable a check on progress, and to measure success. Please discuss completing this form with the Head of the Teaching and Learning Centre if you have any questions.

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| Title of the Project |
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| Benefit no. (there may only be one) | Benefit name | Benefit description (brief) |
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| Changes required to achieve this Benefit |
| An explanation of the changes that will be required to achieve the benefit. |

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| Changes required to sustain this Benefit |
| An explanation of the changes that will be required to ensure that the benefit is sustained after the project completes / what would be needed to sustain the benefit. |

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| Stakeholders |
| (i) Beneficiaries of the benefit |
| (ii) Influencers (those able to affect in some way the achievement / sustainability of this benefit) |

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| Units of measure | Method of measurement | Target values and timing |
| For tangible quantifiable benefits there should be one or more direct measures. For intangible benefits there may be one or more proxy measures.  | The tools, technology, methods, approaches required to baseline the benefit (i.e. establishing where we are now, as appropriate to the project) and subsequently measure its achievement.  | For each measure please provide a target value, or a set of target values (KPIs / other success measures), and relevant timings or dependencies to achieving it. It may not be possible to define precise timing until the final project plan has been produced. In these circumstances please indicate the triggers/enablers and any lead times for achievement of the target. |
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