GUIDELINES FOR APPLYING FOR STUDENT LED ACTIVITY FUND (SLAF)

The purpose of the Student-Led Activity Fund (SLAF) is to allow students to run activities during Development Weeks in order to develop and enhance their skills and knowledge by undertaking activity which is separate from their academic course. Organising an activity and meeting the criteria and conditions also allows students to gain **Degree Plus**.

The SLAF is open to applications from **ALL** students studying at Queen's University.

ESSENTIAL REQUIREMENTS

Approved activity must be delivered during Development Weeks (23 May – 2 June 2022) except for exceptional and specified circumstances.

Groups are required to produce a short, written Event Report (or video) on the success of the event (with photos if possible) and submit this report together with a list of attendees and details of actual expenditure. All documentation should be submitted to the team at developmentweeks@qub.ac.uk

Criteria and Assessment

The SLAF is a limited fund. All applications will be assessed against an agreed set of criteria:

- Have the aims and objectives been clearly outlined?
- Have you outlined why you have chosen this particular activity?
- Have you identified the Degree Plus skills that the organisers will gain?
- Have you identified the Degree Plus Skills that the students attending the event will gain?
- Have you made provision for promotion and marketing of the event?
- What difference will the activity have on students?
- Have you provided a detailed project plan?

This year we must take into account Covid Restrictions and if you are successful in your application for funding, we will email you a Covid Risk Assessment which should be completed and returned to us by 23 March 2022. This may need to be updated nearer to the date of the event. Don't' let the form put you off. If you need help or wish to discuss it just contact developmentweeks@qub.ac.uk

Funding Payments

The maximum amount of funding available per group is £400 if the event is run as an in-person event. For an online event/activity, the maximum amount of funding is £150.

Payments will be coordinated by the Development Weeks Team and should be available for successful applications by mid-April 2022.

Use of Personal Information

By submitting an application to the Development Weeks Student Led Activity Fund, you agree to disclose your personal information and for this to be held by us. Your personal information may be used for legitimate purposes in connection with Development Weeks, including any marketing.

The closing date for receipt of applications is <u>5pm on Friday 25 February 2022</u>.

LATE APPLICATIONS WILL NOT BE ACCEPTED

If you wish to discuss your application before submitting, please contact:
Roisin Macartney, Careers, Employability and Skills, Email: developmentweeks@qub.ac.uk
Please ensure you have read these Guidance Notes in conjunction with this application form.

Lead Student Details

Full Name of Lead Student
The Lead Student will be the main point of contact for the SLAF and will be responsible for the organisation and running of the Development Weeks activity. If approved this named contact will be required to submit their bank details for the awarded fund to be processed.

Lead Student Email and Telephone Number
This email address will be used by the Development Weeks Team to contact you regarding your activity. Please note this must be your Queen's email address.
Please also provide a telephone number so that we can contact you if necessary.

Student Number of the Lead Student
Only Queen's students can apply for this Fund.

Lead Student School
Please tell us the School that you are in and the Degree Course that you are undertaking.

Year of Study/Postgraduate
Please tell us which year of study you are in or if you are postgraduate and indicate PGT/PGR.

Club/Society
We are happy for students in Clubs and Societies to put on events. We encourage you to collaborate with different year groups and across schools and this is a good way of doing this.

OTHER TEAM MEMBERS (Maximum of 6 team members)

Please give the name(s), Queen's email address(es), student number(s), Schools and year of study for all of the other students in your group.

Development Weeks aims to encourage teamwork and collaboration both within and across different schools and faculties. **The event must be delivered by a minimum of 2 and maximum of 6 students**. The role of each team member must be clearly outlined.

PROPOSAL DETAILS

Title of your SLAF activity
This will be used on the website to advertise and promote your activity. It should give a clear indication of what the event actually is. Remember that you want to encourage students to attend.
Type of Activity
There are many different activities that you can put on but they can generally be categorised into workshop, seminar, visit etc.

Please state the day(s) that your activity will run
SLAF Development Week Activities must take place between Monday and Friday from the 23 May to 2nd June 2022. Please note that we are not running events on 3rd June. If the event will last more than one day, then make sure to include all the days the event will be running.

 Proposed location of event?
We would not expect you to have booked a venue until you receive approval for your event. However, you should have thought about where would be appropriate to hold the type of event that you are proposing.

*Booking a room is the responsibility of the **LEAD STUDENT**.   This can be done through the normal room booking procedure within your specific school/faculty. You may need the help of your academic/Staff Sponsor when booking a room. Please take into consideration the space and accessibility issues regarding your attendees for your event. This year because of Covid Restrictions you will need to know the maximum amount of people allowed in the room with social restrictions. You may need help from your sponsor/member of staff to ascertain this through QUB Room Bookings.*

Also consider the usability of the room including equipment, access to plug sockets, screens, resources and materials, chairs and tables etc.

Timings *Please tell us the start and end times each day. If your event is running over multiple days, please specify for each day.*

Estimated number of participants
How many people are you hoping to attend? Make sure you consider the number of participants that venues can accommodate especially with Covid Restrictions.   It is a requirement that you keep an attendance record of all students attending your event.

Facilitators/Guest Speakers
If you are using guest speakers at your event, please give us the full name and contact details of those involved. The use of guest facilitators/speakers is entirely your responsibility but we require details of anyone involved in the event.

AIMS AND OBJECTIVES of your Activity (What will the students learn?) (No more than 300 words please)

What is your overall aim of the event and what are the objectives? It is very important that you outline these objectives clearly. It is likely that you will not need any more than 3 objectives.

It is important to decide exactly what a participant will gain from attending your activity.

When you have decided what benefits you want the participants to gain you need to work out how that will happen. For example, is it enough to hear a talk about something or does there need to be discussion or a practical exercise.

When the event is over how will you know if the objectives have been met? Think about how you can evaluate the event to ascertain how the participants have benefitted. If it is a practical based event perhaps they can show you their achievements. If it is knowledge based perhaps a quiz at the end of the session. You need to have some mechanism to find out if it worked. A simple evaluation sheet may give you the information you need. You might also simply want to ask attendees what they got out of it.

Be realistic about what can actually be achieved in the timeframe you have. You will not learn a new language in a three-hour session but you might learn how to order a meal.

Skills Development:
Degree Plus is aligned with 12 employability skills. Please outline in no more than 300 words, how <u>students who attend this session</u> can gain at least 3 of these skills.

Problem Solving	Commercial Awareness	Leadership Skills
Communication Skills	Cultural Awareness	Utilising Modern Technology
Interpersonal Skills	Subject Knowledge & Understanding	Business Communication Skills
IT Skills	Teamwork	Proficiency in Foreign Language

When a student attends a Development Weeks activity it can contribute to their Combined Activities Degree Plus application.

To do this the student will need to describe the skills that they have learned during the activity. The twelve employability skills outlined above, are skills that are considered necessary in today's employment market and are aligned with Degree Plus.

Please consider the content of your proposed activity and outline if any of these skills are included in the activity. Outline what those attending the event will learn that will help them both personally and professionally. You may need to think broadly to consider how these skills may be met. Try to outline at least 3 of these skills. (300 words or less please)

PROJECT PLAN

You will need to think carefully about the amount of work, planning and organisation that is required to run a successful event. Do you have enough people on your team who are willing and capable of doing all the work that needs to be done?

Show us how you plan to organise the event. Some suggestions are below but you should include anything that relates specifically to your activity.

Target Audience
Who is the activity targeted towards? Who are you running this event for? Is it for a specific set of students or is it open to all? Please note we are keen to have activities that are open to all students although we realise this might not always be possible.

Will Catering/Refreshment be provided? if so please give details
*The name of the hospitality provider and the total cost. If you require catering for your event, you must go through the appropriate hospitality service channels. If you plan on providing food for your event, please contact and inform your **SCHOOL/ FACULTY** or **ROOM BOOKINGS** before purchasing or ordering food as certain locations on campus have restrictions of what can or cannot be brought in. The purchasing of catering and its **DISPOSAL** once finished is the **RESPONSBILITY OF THE LEAD STUDENT.** Please also take into consideration your audience's potential dietary and allergy requirements with regards to hospitality. You should find this information out on your booking form. You must provide catering from a reputable vendor. **You are not allowed to make the food yourself.**
Is there anyone else that will be involved in your activity? If yes, who are they and in what capacity will they be involved in the activity?
If you are collaborating with any external or internal companies; businesses; organisations and/or have a guest speaker/demonstrator please state their name, occupation and how they will be contributing to your SLAF activity. Please be mindful that subsistence costs (travel and expenses) must be in line with QUB Expenses Policy.

What are the key milestones in the planning, delivery and evaluation of your activity?
Please identify key tasks which must be accomplished for your event to be successful.

Who in your group is responsible for each task outlined above?
State the name and roles allocated to each member of your team.

RESEARCH PROJECT?

Is this event part of a research project?   YES   NO (please circle as appropriate)

If YES please confirm that this is in line with guidance on Governance, Ethics and Integrity.

                          YES   NO (Please circle as appropriate)
You should also avoid any conflicts of interest.

FUNDING REQUESTED (Maximum of £400 in-person or £150 online activity)

How much funding are you requesting? Please give a breakdown of the funding required?

Please give an estimation (based on your research) of how much your activity will cost.

Provide a breakdown of how the money will be spent.

You will be required to account for any spend in relation to your activity and will also be required to provide receipts to confirm that spend.

Examples of eligible costs include:

- hospitality and event costs (i.e. tea and coffee breaks or other refreshments and light catering)
- resources and materials
- promotion
- marketing materials
- photocopying
- stationery.

This list is not exhaustive, however; there will be caps applied to certain eligible costs, for example; hospitality will be capped at £8.00 per person per whole day.

Please Note: *Students need to consider the dietary, allergy and accessibility requirements of the audience in their event planning and also consider Covid Restrictions for distribution of food.*

If your proposal includes a guest speaker, subsistence costs must be in line with QUB expenses policy and are limited to £15 (12 hour period) and £25 (24 hour period)

The lead student will act as a nominee for the group. Payments from the SLAF will be made via bank transfer to the lead student only. The lead student must complete a Bank Details Form which will be sent in the Toolkit.

STATEMENT OF SUPPORT FROM QUEEN'S STAFF SPONSOR

We recognise that some of the processes that are required in organising events will be new to students and indeed often not accessible to students such as booking rooms etc. With this in mind we ask that you talk over your idea with a member of staff and ask them to act as your sponsor. The role of the sponsor is to give guidance and where appropriate to enable access to QUB processes, possibly by directing you to another member of appropriate staff. The Sponsor is also required to assess the event to make sure that it is appropriate to run as an event in the University.

The Sponsor is not responsible for the planning or delivery of the activity.

We will contact your sponsor to confirm their support.

PROMOTION OF EVENT

Brief Description for Website. Please provide a description of your event so that we can promote it on the Development Weeks Website. This should be no more than 200 words and should include how to apply for the event. We recommend Eventbrite.

The support you receive from the SLAF and Development Weeks should be acknowledged at your event as well as on any material developed.

Successful recipients will participate in promotional activities for Careers, Employability and Skills, for example; writing a report or blog, producing a video or written case studies on delivering an event during Development Weeks and highlight the benefits of participating.

SETTING UP REGISTRATION – some things to remember

We recommend that you use Eventbrite to register students. This is a quick and easy system to use and it is free.

Give a description of your event at the top and make sure to give the
- Date
- Time
- Location

of the event very clearly.

It is essential that you capture the following information
- Student name
- School
- Year of study
- QUB email address (you may need to contact the students if there is a change to the activity or a cancellation)
- Dietary requirements - If you are providing catering at the event
- Access or disability requirements

- All student personal data associated with Development Weeks must be handled in line with the **General Data Protection Regulation** (**GDPR**)

DEGREE PLUS

Each member of the Organising Group is entitled to apply for Degree Plus.

In order to do this, each group member should submit 2 pieces of work by 6 June 2022.

- a 500-word statement (or a 3-minute video) on what their particular contribution to the organisation of the event was
- and a 500-word reflective statement (or a 3-minute video) on (among other things) what they learned from organising the activity. What did they learn about themselves? What would they do differently? What skills did they develop?

Please submit your statements to Developmentweeks@qub.ac.uk

QUICK GUIDE TO TIMELINES FOR EVENT (not an exhaustive list)

BEFORE THE EVENT

Applications open on Wednesday 31 January 2022

Have an idea

Form a team

Agree a lead student

Find a sponsor

Research the activity you would like to do

Agree your aims and objectives

Project plan your event

Decide if the event will be in-person or online.

If the event is in-person can it be moved online if restrictions warrant this?

Estimate the costs and plan your budget

Consider the practicalities of venue/ times etc.

Set up a registration for booking making sure to collect all necessary information and adhering to GDPR

Submit your application form by **25 February 2022**

Development Weeks will make contact mid - March 2022

If activity is approved funds will be available mid-April

If appropriate, book a venue and complete the Covid Risk Assessment Form by 23 March 2022 which will be sent out to you.

Promote the event

DURING THE EVENT (Taking place between 23rd May and 2nd June 2022)

Record names of those attending

Get consent forms for photos and videos (part of toolkit provided to you)

Evaluate your event (during or immediately after)

Use social media to live promote the event

AFTER THE EVENT

Produce an event report with photos or videos that can be used in our promotions

Send the Event Report to the team at developmentweeks@qub.ac.uk

Send the list of attendees

Send the receipts

(All to be received by 6 June 2022)

Apply for degree plus **by 6 June 2022**