****

**Staff-Led Activities Fund**

Applications are invited from academic staff at King’s College London, London School of Economics & Political Science, Queen Mary University of London, Royal Central School of Speech & Drama, Royal College of Art, Royal College of Music, School of Advanced Study and University College London for Interdisciplinary and Cross-Institutional Academic staff-led activities.

**1. How to apply:**

1. Applications must be submitted to [info.lahp@london.ac.uk](mailto:info.lahp@london.ac.uk) **by the deadline listed on the LAHP website** <https://www.lahp.ac.uk/staff-led-activities-fund/>
2. Please submit an electronic copyof the application form, together with supporting documentation.
3. You will receive written confirmation of the outcome within approximately a month of the deadline.

**2. Next steps, if your application is successful:**

Please provide the LAHP office with a full description of the activity with booking details.

NB: The organising department will be responsible for coordinating bookings and providing the staff to manage the delivery of the activity. LAHP cannot provide payments for students to be employed to run events. The LAHP Office will advertise the event across the consortium.

|  |
| --- |
| 1. **Title or brief description of project/activity** |
|  |
| 1. **Names and positions of lead member of staff including contact details** |
|  |
| 1. **Target participants. Please also estimate the numbers of participants (including the estimated number of LAHP-funded participants)** |
|  |
| 1. **Further details of project/activity (max. 400 words)** |
|  |
| 1. **Case for Support (max. 300 words)** |
|  |
| 1. **Estimated costs & justification of costs** |
| *Please also indicate your total budget, and what proportion of costs this application covers* |
| 1. **Have you applied for funds elsewhere? (please specify amounts)** |
|  |
| 1. **Estimated start and finish date** |
|  |

**Please submit your application to** [**info.lahp@london.ac.uk**](mailto:info.lahp@london.ac.uk)