# Student Action Fund Application Form

Students, student societies, groups or clubs are invited to apply for funding for events or activities that aim to raise a spotlight on, or address an issue in relation to EDI. It must aim to achieve **one or more** of the following areas:

* Educate and/or celebrate with regards to an identity, culture or heritage (includes ethnicity, religion, sexual orientation, gender, gender identity etc.)
* Showcase existing work that celebrates diversity at the University or beyond
* Provide an opportunity for respectful discussion on a relevant topic relating to identity
* Provide an opportunity for students or staff to meet individuals from different backgrounds

## Criteria for Eligibility

Any group requesting funding must meet the following criteria:

1. The event or activity must take place on the Canterbury or Medway campuses (or online) during term time
2. The event or activity must be organised by at least one registered University of Kent student
3. The event or activity must abide by relevant University of Kent policies and procedures, including the Respect at Kent Policy, External Speakers Policy and any health and safety considerations (including risk assessments)
4. The event or activity must be primarily targeted at students and/or staff members associated with the University of Kent
5. It must be open for any staff member or student, regardless of gender, age, ethnicity, religion, gender identity, sexuality or disability to attend. If the event is to create a safe space for individuals with a shared identity then please discuss this first with [StudentEDI@kent.ac.uk](mailto:StudentEDI@kent.ac.uk)
6. It cannot be used to purchase alcohol
7. The maximum amount that can be applied for is £150
8. The application form must be received at least 10 working days in advance of the event taking place

## How to apply

If you are happy that your proposed event or activity meets the above criteria, then please complete the application form for funding and advertising below and return it to Becky Lamyman, Student EDI Officer on [StudentEDI@kent.ac.uk](mailto:StudentEDI@kent.ac.uk)

Events that involve cooperation between multiple groups, clubs or societies will also be considered

Please note that any funding granted will be held by Kent Union or GK Unions on your behalf and released after the event has taken place.

## Deadline

The deadline to return the completed application form is **at least 10 working days before the event is due to start. Please note that events that involve external speakers may take longer due to the need to validate speakers according to the External Speaker Policy**.

## Queries

If you have any queries, please do not hesitate to email StudentEDI@kent.ac.

# Application Form

Email your completed form to [StudentEDI@kent.ac.uk](mailto:StudentEDI@kent.ac.uk?subject=Student%20Action%20Fund%20Application)

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| Primary Person Name:  Secondary Person Name: | Primary Person Contact Phone Number:  Secondary Person Contact Phone Number |
| Primary Person Kent ID:  Secondary Person Kent ID: | Primary Person Contact Email (Kent):  Secondary Person Contact Email (Kent): |
| Your Event or Activity Name: | |
| Please provide a brief overview of your event or activity (no more than 500 words), explaining   1. What gap or need your event or activity meets 2. how it meets the required criteria 3. how, where and to who it will be advertised 4. what you are hoping will be achieved by your event or activity | |
| Logistics:   1. What day and time would you like to run your event or activity on? 2. If your event will run on multiple days or at multiple times, please indicate. 3. Do you require a room booked for you? If yes, please provide details as to your preferred location and type of room and the number of people you expect to attend 4. Please state if it will be a physical event or online 5. If it is online will it be held via Teams? Will recording be allowed? | |
| Funding   1. How much funding do you require? 2. Have you requested funding from any other sources? 3. Please provide evidence of any quotes obtained. | |
| Will there be an external speaker in attendance? If yes, please provide details as any external speakers will need to pass University vetting processes. | |
| Please confirm that your event will be open for any staff member or student, regardless of gender, age, ethnicity, religion, gender identity, sexuality or disability to attend. | |
| Please use this space to provide any further information with regards to your event that you think would be helpful. | |
| Signed: | Dated: |