**APPLICATION FORM:**

DOCUMENT B: EAF

**Nelson Mandela University**

**ENGAGEMENT ADVANCEMENT FUND (EAF)**

(PLEASE STUDY THE INFORMATIONAL DOCUMENT**, DOCUMENT A: EAF**. COMPLETE THIS FORM IN TYPESCRIPT)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **YEAR OF THIS APPLICATION:** | | | | |  | | | | | | | | | | | | | | |
| **Surname of Project Leader** | | | |  | | | | | | | | | | | | | | | |
| **First Name** | | | |  | | | | | | | | | | | | | | | |
| **Initials** | | | |  | | | | | | | | | | | | | | | |
| **Title** | | | |  | | | | | | | | | | | | | | | |
| **Telephone numbers** | | | |  | | | | | | | | | | | | | | | |
| **E-mail address** | | | |  | | | | | | | | | | | | | | | |
| **Employment position held at Nelson Mandela University** | | | |  | | | | | | | | | | | | | | | |
| **Faculty** | | | |  | | | | | | | | | | | | | | | |
| **Department** | | | |  | | | | | | | | | | | | | | | |
| **Division** | | | |  | | | | | | | | | | | | | | | |
| **Immediate line-manager** | | | |  | | | | | | | | | | | | | | | |
| **Are you permanently employed and/or on a long term (1 year or more) fixed contract?** (*indicate with an* ***X***) | | | | **Permanent** | | | | | | | | | | | **Fixed term contract** | | | | |
| **Applicant Status** (*indicate with an* ***X***) | | | | **Individual** | | | | | | | | | | | **Team Leader** | | | | |
| **SECTION B: PROJECT DETAILS** | | | | | | | | | | | | | | | | | | |
| **Title of project** | | | |  | | | | | | | | | | | | | | |
| **If this is a team project, provide the names of all staff members and students participating and the nature of their involvement** | | | | **Staff:**  1.  2. …  **Students:**  1.  2. … | | | | | | | | | | | | | | |
| **Expected duration of project** | | | | **From:** | | | | | | | | | | **To:** | | | | |
| **Provide details of all external community/stakeholder involvement in this project:** | | | | | | | | | | | | | | | | | |
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| **Who will be the beneficiaries of this project?** | | | | | | | | | | | | | | | | | |
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| **Purpose of the project (What problem/challenge does this project aim to address?)** | | | | | | | | | | | | | | | | | |
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| **Specific aims/objectives of the project:** | | | | | | **Briefly outline how aims will be achieved:** | | | | | | | | | | | |
| 1. To… | | | | | |  | | | | | | | | | | | |
| 1. To… | | | | | |  | | | | | | | | | | | |
| 1. To… | | | | | |  | | | | | | | | | | | |
| 1. To… | | | | | |  | | | | | | | | | | | |
| 1. To… | | | | | |  | | | | | | | | | | | |
| **Expected outcomes of the project:** | | | | | | **Estimated time line for outcomes to be reached:** | | | | | | | | | | | |
| 1. | | | | | |  | | | | | | | | | | | |
| 2. | | | | | |  | | | | | | | | | | | |
| 3. | | | | | |  | | | | | | | | | | | |
| 4. | | | | | |  | | | | | | | | | | | |
| **Current and potential impact and benefits of the project:** | | | | | | | | | | | | | | | | | |
| **For external communities/stakeholders:**  (not staff and student of Nelson Mandela University) | | | | | |  | | | | | | | | | | | |
| **Internal communities/stakeholders:**  (staff and students of Nelson Mandela University) | | | | | |  | | | | | | | | | | | |
| **How will the project contribute towards faculty/department/entity engagement goals and objectives?**  *(Refer to your Department/Faculty’s strategic plan here)* | | | | | | | | | | | | | | | | | |
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| **Briefly describe how the project will contribute towards Vision 2020 and the Nelson Mandela University values:**  *(Refer directly to the Nelson Mandela University values and Vision 2020 strategic priorities)* | | | | | | | | | | | | | | | | | |
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| **How will the project contribute towards innovative teaching and learning, research and service functions of the Nelson Mandela University?** | | | | | | | | | | | | | | | | | |
| **Teaching and Learning**: | | | | | | | | | | | | | | | | | |
| **Research**: | | | | | | | | | | | | | | | | | |
| **Service**: | | | | | | | | | | | | | | | | | |
| **How will the project contribute towards interdisciplinary partnership building between the Nelson Mandela University and its external communities?** | | | | | | | | | | | | | | | | | |
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| **How will this project contribute to the scholarship of engagement?** | | | | | | | | | | | | | | | | | |
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| **How will this project showcase and promote Nelson Mandela University as an engaged institution?** | | | | | | | | | | | | | | | | | |
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| **Will there be an advisory board or governing body of some kind for this project? Briefly describe who will serve on such a committee/body:** | | | | | | | | | | | | | | | | | |
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| **How will the project be managed, monitored and evaluated?** | | | | | | | | | | | | | | | | | |
| **Funding:** | | | | | |  | | | | | | | | | | | |
| **Human resources (people, their time and input):** | | | | | |  | | | | | | | | | | | |
| **Project progress towards outcomes:** | | | | | |  | | | | | | | | | | | |
| **Reporting structures: (When and to whom will reports be submitted?)** | | | | | | | | | | | | | | | | | |
| **Internal institutional (Nelson Mandela University) structures:**  *(e.g. HoD, Dean, FMC, Senate)* | | | | | |  | | | | | | | | | | | |
| **External (not Nelson Mandela University) structures:** | | | | | |  | | | | | | | | | | | |
| **SECTION C: BUDGET – How much funding are you seeking? Provide an itemized budget below.** | | | | | | | | | | | | | | | | | |
| **Description** | | | | | | | | | | | | | **Amount** | | | | |
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| **Internal Nelson Mandela University ITS account into which funding can be paid:** | | | | | | | | | | | | | **CC** | | | | **Acc** |
| **Total amount requested** | | | | | | | | | | | | |  | | | | |
| **Have you previously applied for or been granted funding by this fund (the Engagement Advancement Fund) for this specific project?** (*indicate with an* ***X***) | | | | **YES** | | | | | | | | | **NO** | | | | |
| **If you answered *yes* to the above question: when did you receive the funding (specify all previous funding cycles) and how much did you receive?** | | | | **Year received** | | | | | | | | | **Amount received** | | | | |
| **Indicate any other funds that have been secured for this project and who the funders/sponsors are.** | | | | **Amount secured** | | | | | | | | | **Funder/sponsor** | | | | |
| **Provide details of any other potential funders that have been sought or may be sought in future to assist in funding/sponsoring this project?** | | | |  | | | | | | | | | | | | | |
| **SECTION D: SIGNATURE OF APPLICANT** | | | | | | | | | | | | | | | | | |
| Applicant Signature | |  | | | | | Date | | | |  | | | | | | |
| **SECTION E: RECOMMENDATION BY FACULTY MANAGEMENT COMMITTEE REPRESENTATIVE** | | | | | | | | | | | | | | | | | |
| Recommended (indicate with an **X**) | | | | | | | | Yes | |  | | No | | | |  | |
| Date |  | | | | | | | | | | | | | | | | |
| Signature:  Chairperson FMC or Applicable PASS Director/HOD | | | |  | | | | | | | | | | | | | |
| Comments (if any) | | | | | | | | | | | | | | | | | |
| **SECTION F: FOR OFFICE USE**  *(Administered by the Centre for Academic Engagement and Collaboration and the Nelson Mandela University Engagement Committee)* | | | | | | | | | | | | | | | | | |
| Approved | | | Not approved | | | | | | Date | | | | | | | | |
| Amount approved | | |  | | | | | | | | | | | | | | |
| Expected outcomes | | |  | | | | | | | | | | | | | | |
| Feedback to applicant | | |  | | | | | | | | | | | | | | |