SACA application form details

# Completing the application form

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| **Section 1 – Project Team** Please tell us more about you and your project team. This is important as it will give us an idea of who the named applicants are who will be delivering the project. |
| **Q1. Project Team Members: Who are you?**  Please list each of your project team members, students and staff, including details for students of your programme and year of study, and on which University of Exeter campus you are based. Please also tell us about everyone's role on this project e.g. lead, co-lead, bid writer, facilitator, evaluator, finance. |
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| **Section 2 - Your Project Objectives, Activities, and Outputs** Please tell us about your project overall aims and objectives including any planned activities to deliver your project aims, and anticipated outputs. |
| **Q2. Which theme does the focus of your project fit best within?**  You can read more about our 2024 themes on the Change Agents website ([www.exeter.ac.uk/changeagents](http://www.exeter.ac.uk/changeagents)). Please select "Other" if your proposal does not fit neatly within one of these categories, e.g. you are addressing a 2023-24 priority from your Department's SSLC as suggested to you by us. |
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| **Q5. What is the challenge or problem you wish to address through this project? Please be specific.** (150 words max) |
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| **Q4. Please give a short outline of your proposed project and it's aims and objectives. What does your project want to achieve?** (200 words max) |
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| **Q5. Tell us about your project delivery and the activities you and your team will implement to deliver your project**. (200 words max) |
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| **Q6. What are your anticipated outputs (benefits) of this project, both short-term and long-term?** (200 words max) |
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| **Section 3 - Project Impact, Evaluation, and Monitoring** Please tell us how your project will make impact, what measures you will take to monitor the project progress, and how you intend to evaluate your project. |
| **Q7. Please outline how this project will make impact and who it will impact on (students and staff).** (200 words max) |
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| **Q8. How will you maximise the impact of this project?** (200 words max) |
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| **Q9. Please describe how you will monitor your project delivery?** (200 words max) |
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| **Q10. Please tell us how you intend to evaluate your outputs (benefits) and intended impact?** (200 words max) |
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| **Q11. Please outline a projected timeline of your deliver of your project between April and July 2024. You do not need to use the full timeline to deliver your project, but please note that project funding cannot be extended beyond July 2024.** (200 words max) |
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| **Section 4 - Funding and Budget** Please outline how much funding you are requesting and how you intend to allocate your funds. |
| **Q12. How much funding are you requesting?**  Funding is expected to be in the region of up to £1,000 for smaller projects, and between £1,000-£1,500 for lager projects. However, you can request a total of up to £2,000 for your project. |
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| **Q13. Please give a budget breakdown of your expected costs across the timeline of the project: e.g. salaries**  Salaries can be funded through the SCP programme, information on which you can find on the Careers page (<https://www.exeter.ac.uk/careers/internships/scp/>). Guidance about how we would expect this to break down across your project timeline can also be found on the main Change Agents website ([www.exeter.ac.uk/changeagents](http://www.exeter.ac.uk/changeagents)). |
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| **Section 5 – Change Agency** In this final section, we want to check that your proposal is suitable as a Change Agents project.  For these questions, we encourage you to refer to our specific guidance on how we distinguish projects as distinctly being led by change agents, rather than student-focused work, or projects that involve students: <https://www.exeter.ac.uk/students/changeagents/getinvolved/> |
| **Q14. As much as you can, please tell us what role students are taking in the leadership of this project? E.g. how have they helped to develop your idea and write this proposal? What role are they taking in leading and delivering the project?**  Distinguishing work that is truly student-led and (co-) created from work that is student-focused or collaborates with students, is the defining principle of Students as Change Agents. You should clearly articulate how your project is firmly the former of these. |
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| **Q15. As much as you can, please tell us why you think Students as Change Agents is the most appropriate means of delivering this work?**  Why can this project not be ran in any other format? Why is this work not the responsibility of an existing service? Can the work properly be considered a project (i.e. it is a clear and focused piece of work delivered within a defined time period, and to a defined end point/set of outputs)? |
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