



LCC Graduate School Student Fund 2018 – 2019

Guidance Notes

The LCC Graduate School encourages all postgraduate students at the College to develop their own ideas for exhibitions, events and activities that bring together the postgraduate community. Postgraduate students at the College can apply for up to £300 through the LCC Graduate School Student Fund. We are particularly interested in activities that cross college and discipline.

Who is eligible to apply?

All postgraduate students at LCC. We welcome applications that will bring together different courses across the College and the wider UAL community. We also encourage activities, events and exhibitions that can enhance the wider College schedule for example, postgraduate final shows and green week.

What is eligible as a Graduate School Student Fund Project?

Events and activities that demonstrate how they bring together the postgraduate community at LCC and/ or address particular challenges for postgraduate students. Projects could include talks, conferences, symposiums, group trips, exhibitions, workshops, and publications.

What can be funded?

Event related costs including hospitality, event or exhibition materials, speaker fees, promotional materials, student ambassadors, travel, printing costs.

What can't be funded?

Costs related to curriculum-based activity, for example interim or final show exhibitions.

How does the funding work?

Manual expense claims must be completed by the lead organiser with support from the Graduate School Coordinator.

How to apply?

Students are encouraged to discuss applications with The Graduate School Team, before applying for the fund. Students should then fill in the application form (attached).

For further information please contact the Graduate Team at graduateschool@lcc.arts.ac.uk.



LCC Graduate School Student Fund Application Form

Name:
(Main Contact)

Project title:

Course:

Proposed venue (if applicable):

Email address:

Amount requested:

Section A – Your Project

Project outline (max 100 words)

How does your project bring together the postgraduate community and/ or address challenges for postgraduate students?

Section B – Audiences

Who is your target audience? (e.g. staff, students, general public, industry)

How many do you anticipate will attend your event or engage with your project?

How will you promote your project to your audiences?



Section C - Legacy

How will you gather post project feedback? (e.g. survey for attendees, post project meeting with contributors)

How will you measure the success of your project? (e.g. number of attendees, type of audience, press coverage, event feedback, quality of event experience)

How will the project be documented? (e.g. blog post on the LCC website, video for the LCC YouTube site)

Section D - Finances

How will the money be spent? Please include a break down of costs.

Date

Signature