**Trinity University of Sanctuary Community Fund**

## Application form: Please read the application guidelines in detail before completing this form.

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| Lead Organiser Contact Details |
| Full name [Trinity staff/student] |  |
| Are you the applicant or a sponsor?  | Applicant ¨Sponsor ¨ |
| Trinity ID Number for applicant or sponsor |  |
| Sponsor name & organisation |  |
| Email |  |
| Phone number |  |
| Relevant Trinity Area*e.g. School/Unit/**Discipline/Department/Society/Club* |  |
| Departmental cost code and name *(available from School/Office manager):*  |  |
|  |  |
| Project Details [maximum 750 words] |
| Project Title |  |
| Proposed start and end dates | Include a timeline/Gantt chart not included in the word count |
| Please list any co-organisers (individuals or Trinity areas) |  |
| Who/whose needs will the project address/support? | International protection applicantsRefugeesDisplaced personsAged >18 yearsAged <18 years\* note for child protection purposes, Garda vetting |
| Project purpose & objectivesList the overall purpose & objectives |  |
| Anticipated project outcomes and/or outputsHow will the project benefit its participants? |  |
| University of Sanctuary principle(s) addressed and how | Learn ¨Embed ¨Share ¨ |
| Communication & disseminationHow will your potential participants find out about your event/initiative? |  |
| Potential for replication or transferability of your projectHow the project proposal demonstrates potential for further impact in Trinity or in the sector beyond the specific activity proposed, such as future scale-up, replication, or future recurrence? |  |
| Potential sustainability of your project [if applicable]How will this project proceed beyond this funding? |  |
| Possible Challenges and proposed Solutions **-** Please detail possible challenges to the successful implementation of your project and outline how you plan to address these. |  |

## Funding Proposal

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| **Total amount** requested from the Trinity Sanctuary Fund |  |
| Have you included any relevant supplementary costs in your application? e.g. tax (including VAT or PRSI for staff payments), delivery costs, premiums |  |
| Alternative Sources of Funding- please specify any additional sources of funding and the amount that will be or could be used by this project or to augment the Sanctuary Fund. If there are no other sources of funding available to your project, please state accordingly |  |

## Proposed Budget outline

It is essential that Community Fund applicants are aware that payments may be subject to VAT, tax and/or PRSI deductions, bank charges, etc. and incomplete reimbursement/payment applications are likely to take weeks or even months to process.

If you are not familiar with the University financial processes, procurement rules and reimbursements it is advised that you review the [Finance Manual](https://www.tcd.ie/financial-services/assets/pdfs/Finance_Manual_June_2023_%28FC%20Approved%29.pdf) and/or seek advice and guidance from someone with financial expertise within your unit.

**Detailed Costing**

This should differentiate:

* Pay costs: if the grant (or part of) is used to cover salaries. You must identify **very clearly** how you plan to pay or reimburse people/providers for their involvement in your project**.**
* Non-pay costs: Please give as much detail as possible of all proposed purchases, their estimated prices, who will supply/provide items and activities, and their function within the project.
* Income: Within the costing you must state if you plan to charge participants for any element of your project – e.g. an event entry fee and justify why this is being applied.
* A detailed income and expenditure proforma is available on request.