**VAN HOUTEN FUND**

**APPLICATION FORM**

My organisation/department/college would like to apply for an award from the van Houten Fund.

I understand that the closing date for this round of applications is **Friday 5th April 2024** and awards will be announced in Trinity term.

*Please answer the questions as appropriate to your circumstances. Feel free to expand the boxes as required, but overall the application should take* ***no more than 4 A4 pages****. A small amount of supporting information may be added optionally: for example, publicity material you already have, or an annual report, or equivalent, from your organisation.*

|  |  |
| --- | --- |
| Title of project/ initiative |  |
| Amount sought from the van Houten Fund  |  |
| Name and address of department/ organisation making the application |  |
| Contact name  |  |
| Telephone & email |  |
| Name of the department/organisation that will initially incur the costs and the contact name and email address of the person responsible. |  |
| Period VH funding will be required |  |
| Full cost of proposed project |  |
| Sources of balance of funding for project |  |
| Projected start and end dates |  |
| What is your [organisation’s] connection with Oxford University? |  |
| Please list any partners and state whether they are internal or external to the University |  |
| What does the project set out to achieve? |  |
| Please describe briefly the activities to be carried out |  |
| Please describe in detail what any funds awarded by us will be used for[[1]](#footnote-1) |  |
| What is the strategic importance of the initiative and what are the benefits for the University? |  |
| Please add any further information you think would be of use to those considering the application |  |

I have read the guidelines as advertised in the *University Gazette* of 8th February 2024 and am satisfied that to the best of my understanding this application complies with these.

Name ............................................................................................................... (signature not required)

***Please complete this form electronically and send it as a Word email attachment to the Secretary of the van Houten Fund, Trusts Management Team, at*** ***trusts@admin.ox.ac.uk*** ***by the closing date of 5 April 2024.***

*Informal enquiries may be made before the closing date by email.*

1. In addition to a short description here, if helpful, please attach a spreadsheet or table showing how the award would be spent, including details of any additional funds either being sought or already in place. [↑](#footnote-ref-1)