



Welcome to the Alumni Community Engagement Fund 2021-2022 application form

The CSC's Alumni Community Engagement Fund (ACEF) is an annual fund which seeks to support Commonwealth Alumni in raising awareness of key development issues at the community level through the organisation of an engagement activity.

Each year, the CSC selects one or more themes which activities must address. Alumni are expected to draw on their knowledge and skills in areas related to the theme to develop and deliver a community engagement activity. The theme selected for this ACEF opportunity is **climate action**.

You can submit an individual application, or on behalf your CSC Alumni Association, or a group of Commonwealth Alumni (not part of an existing association).

To apply to take part, please ensure you have read the Alumni Community Engagement Fund 2021-2022 Terms and Conditions and complete the online application form no later than **23:59 (BST)** on **Friday 3 September 2021**. Applications received after this deadline will not be considered.

Best wishes,

CSC Alumni Team

If you have any queries or require any further information about the survey, please contact the CSC at alumni@cscuk.org.uk.

The CSC is committed to protecting your personal information and to being transparent about the information we are collecting about you and what we do with it. To find out more, see our privacy notice.

Guidance for completing the survey

- ▶ You have the option to complete this survey on a computer, tablet, or smartphone device.
- ▶ Survey text and questions have been adapted to improve accessibility for as many users as possible, including those using assistive technologies. Should you wish to access a plain version of this survey, please use the link provided at the top of the page.
- ▶ To navigate forwards and backwards, please use the navigation buttons at the bottom of the page. Do not use the browser navigation buttons as it may result in loss of information.

For enquiries or if you have a problem with the survey, please contact the CSC Alumni Team at: alumni@cscuk.org.uk

Section one- your details

First name:

Last name:

Email address:

Year of award:

Country (in which the activity will be delivered):

Are you applying on behalf of a CSC Alumni Association or a group of Commonwealth Alumni?

- Yes
 No

Please provide the name of the CSC Alumni Association and/or the name of the Commonwealth Alumni represented in this application.

Section two- activity proposal

Activity title

Activity proposal

In no more than 300 words, please outline the proposed activity and how it meets the ACEF objectives and theme outlined in the Terms and Conditions. You should also explain why this activity is important in the context of the theme and your intended community audience/participants.

Intended audience

In no more than 300 words, please outline your intended community audience/participants and how this activity will be relevant to them.

Planned date(s). If not known, you may enter the planned month for the activity to take place.

Knowledge and expertise

In no more than 300 words, please provide information on the relevance of your expertise and/or work experience to the chosen theme and how this will support the activity.

If you are applying on behalf of a CSC Alumni Association or group of Commonwealth Alumni, please provide information on the relevant expertise and work experience of other group members.

Key outputs

Please list up to four outputs or learning outcomes associated with your activity. These should focus on what your audience can hope to takeaway or learn from the activity.

1.
2.
3.
4.

Measuring success

In no more than 300 words, please provide information on how you will measure the success of the activity, for example number of people reached, commitments to change from attendees, increase in positive perceptions of the issue.

Funding

Please provide a list of all activity cost areas for which you require funding and estimated costs in the format: item/description; estimated cost; currency. Please write each item as a separate line. If you require more lines, please use the open text box below.

You can request a maximum of 500 GBP equivalent in total for your activity. Please refer to the ACEF Terms and Conditions regarding funded and non-funded items.

Cost item/description

Estimated/actual cost

Currency

Additional cost items and information

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Section three- risk assessment

Please outline up to four key risks associated with the activity and how these will be managed, using the guidance in the Alumni Community Engagement Fund 2021-2022 Terms and Conditions.

Key risks

Likelihood of these risks occurring (Low, Medium, High)

--Click Here--▼
Low
Medium
High
--Click Here--▼
--Click Here--▼
--Click Here--▼

Likelihood of these risks occurring (Low, Medium, High)

--Click Here--▼
Low
Medium
High
--Click Here--▼
--Click Here--▼
--Click Here--▼

Control measures. List the control measures you will put in place to reduce and control the risks identified.

Further actions. What will you do if the control measures identified do not reduce the risk sufficiently?

Do you plan to deliver your activity face-to-face or virtually?

Yes

No

Please provide a link to the latest government guidance on COVID-19 measures and how these support organising a face-to-face activity.

Contingency plan

In no more than 300 words, please outline how you could deliver your activity virtually, if COVID-19 measures were to change and prevent a face-to-face activity from being delivered.

If your application is successful, you will be asked to provide updates on government guidance in the run up to face-to-face activity delivery. Where the CSC or British Council ACEF contact is concerned over welfare and safety, you and any fellow organisers must revert to the contingency plan.

Submission

I declare that the information provided on this form is, to the best of my belief, true, complete, and correct. I agree to keep the CSC informed of any changes in my circumstances.

I confirm I have read and understood the Alumni Community Engagement Fund 2021-2022 Terms and Conditions for this activity and the role and responsibility of organisers, should the application be successful.

Applications will be reviewed after the deadline. Applications received with minimal detail will not be considered.

Signed

:

Date:

Please click on the [Submit](#) button to complete and send your application to the CSC Alumni Team. Once the submit button has been clicked you will be taken to the Commonwealth Scholarship Commission website.