



Welcome to the Alumni Community Engagement Fund (ACEF)

2024-2025 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 one of the themes to develop and deliver a community engagement activity. The themes selected for this year's ACEF are:

- **Youth for sustainable development**
- **Save our oceans**
- **Disability inclusion in institutions**
- **Building resilient societies through Talanoa (exclusive theme only for Commonwealth Alumni resident in a Commonwealth Large Ocean State (LOS) (previously referred to as Small Island Developing States)**

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

To apply to take part, please ensure you have read the **2024-25 CSC Alumni Community Engagement Fund- Terms and Conditions** on the CSC webpage and complete the online application form no later than **23:59 (BST) on Tuesday 4 June 2024**.

Applications received after this deadline will not be considered.

There is no guarantee that your funding request will be granted and/or that you will receive funding for all cost items listed.

Best wishes,

CSC Alumni Team

If you have any queries or require any further information about the application form, 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 application form

- ▶ You have the option to complete this application form on a computer, tablet, or smartphone device.
- ▶ Application form 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 , 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 application form, please contact the CSC Alumni Team at: alumni@cscuk.org.uk

Section one- your details

First name:

Last name:

Email address (this will be used to communicate on the information submitted and application outcome):

Date of birth (DD/MM/YYYY):

Your date of birth will be used to verify your Commonwealth Scholarship or Fellowship where we are unable to do so using the name and email address provided.

Country in which the activity will be delivered. If you intend to deliver a regional activity in collaboration with another alumni, please list all countries involved.

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

Please select the chosen ACEF theme for your activity (you can only select one):

- Youth for sustainable development
- Save our oceans
- Disability inclusion in institutions
- Building resilient societies through Talanoa

Title of the proposed activity (this can be a draft/working title):

Activity proposal

In no more than 300 words, please outline the proposed activity and how it meets the ACEF objectives and theme. 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) for delivery

If not known, you may enter the planned month for the activity to take place. Please note, the activity should be completed by 31 March 2025.

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.

Scaling up

ACEF seeks to support alumni and communities in implementing small changes for big impact. In no more than 300 words, please outline how your activity will introduce small changes to achieve big impact for your target audience. This should include ways in which the activity could be replicated or scaled-up in future.

Section three- funding

Please provide a list of all activity cost areas for which you require funding and estimated costs. If you need to add more cost items, please use the open text box below.

You can request a maximum of £1,200 equivalent in total for your activity. Please refer to the ACEF Terms and Conditions regarding funded and non-funded items.

Cost Item/Description

Cost Item 1

Cost Item 2

Cost Item 3

Cost Item 4

Cost Item 5

Estimated/Actual

Cost Item 1

| |
|-----------|
| Estimated |
| Actual |

Cost Item 2

Cost Item 3

Cost Item 4

Cost Item 5

Amount (local currency)

Cost Item 1

Cost Item 2

Cost Item 3

Cost Item 4

Cost Item 5

Amount (GBP)

Cost Item 1

Cost Item 2

Cost Item 3

Cost Item 4

Cost Item 5

Any additional cost items and information.

Section four- risk assessment

Please outline up to four key risks associated with the activity and the likelihood of risks occurring (i.e. Low, Medium, High).

You must specify the control measures you will put in place to reduce and manage the risks identified, and outline further actions needed if the control measures identified do not reduce the risk sufficiently.

Please use the guidance in the ACEF Terms and Conditions.

Key risk

Key risk 1

Key risk 2

Key risk 3

Key risk 4

Key risk 5

Likelihood of risk

Key risk 1

--Click Here-- ▼

Low
Medium
High

Key risk 2

--Click Here-- ▼

Key risk 3

--Click Here-- ▼

Key risk 4

--Click Here-- ▼

Key risk 5

--Click Here-- ▼

Control measures

Key risk 1

Key risk 2

Key risk 3

Key risk 4

Key risk 5

Further actions

Key risk 1

Key risk 2

Key risk 3

Key risk 4

Key risk 5

Do you plan to deliver your activity in-person or virtually?

- In-person
- Virtually
- Both virtual and in-person

Contingency plan

In no more than 300 words, please outline how you could deliver your activity virtually or by alternative means, if you were faced with circumstances preventing your 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 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 2024-25 CSC Alumni Community Engagement Fund 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.