



## Welcome to the Alumni Community Engagement Fund 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.

2023 Professional Fellows can apply to take part in ACEF and develop your own activity addressing the theme, **Gender and Sexuality**.

This is an exciting opportunity for you to develop and deliver a community-focused activity designed to raise awareness on a range of challenges related to gender and sexuality. Activities may address this theme through a range of sectors and fields, such as health, employment, legal rights, education, promote advocacy, advice and support, and wellbeing.

Proposed activities may include: raising awareness on gender inequality and inequity; developing mental health campaigns for those facing stigma and discrimination; delivering workshops on access to education, healthcare, and legal services for vulnerable and under-represented populations; and promoting anti-bullying in schools or workplaces.

Activities may include skills development opportunities; lectures, seminars, workshops; public service projects; and events which invite discussion and problem-solving.

You may apply as an individual or as a small group of 2023 Professional Fellows from the same or another host organisation.

To apply for ACEF grant, you must complete and submit an application form by **23:59 (BST) on Thursday 30 May 2024**. Applications received after this deadline will not be considered.

Activities must be delivered by **31 March 2025**. Before submitting the application, you must have read the 2024-25 Alumni Community Engagement Fund Terms and Conditions for Professional Fellows.

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](mailto: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](mailto:alumni@cscuk.org.uk)

## Section one- your details

**First name:**

**Last name:**

**Email address:**

**Date of birth ( DD/MM/YYYY ):**

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

**Country(ies) in which the activity will be delivered:**

**Are you applying on behalf of a group of 2023 Commonwealth Fellows?**

- Yes  
 No

**Please provide the names of the 2023 Commonwealth Fellows and host organisations 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 Gender and Sexuality 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 2023 Commonwealth Professional Fellows, please provide information on the relevant expertise and work experience of other group members.**

**In what ways will your proposed activity draw on knowledge and/or skills gained during your Commonwealth Professional Fellowship?**

**In what ways is your proposed activity linked to the work of your Professional Fellowship host organisation?**

**If you are applying on behalf of Fellows representing more than one host organisation, you should provide information for all host organisations represented in the group.**

## 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.

## 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	<input type="text"/>
Cost Item 2	<input type="text"/>
Cost Item 3	<input type="text"/>
Cost Item 4	<input type="text"/>
Cost Item 5	<input type="text"/>

### Estimated/Actual

Cost Item 1	--Click Here-- ▼
	Estimated Actual
Cost Item 2	--Click Here-- ▼
	Estimated Actual
Cost Item 3	--Click Here-- ▼
	Estimated Actual
Cost Item 4	--Click Here-- ▼
	Estimated Actual
Cost Item 5	--Click Here-- ▼
	Estimated Actual

**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

**Additional cost items and information**



### Section three- 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 2024-25 Alumni Community Engagement Fund Terms and Conditions for Professional Fellows.

#### 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-- ▼ Low Medium High
Key risk 3	--Click Here-- ▼ Low Medium High
Key risk 4	--Click Here-- ▼ Low Medium High
Key risk 5	--Click Here-- ▼ Low Medium High

**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 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 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. You will NOT receive a confirmation email.