**University of Leeds – Educational Engagement – Activity Proposal Form**

Please complete the proposal form below and email it to [artsoutreach@leeds.ac.uk](mailto:artsoutreach@leeds.ac.uk). Please provide as much information as possible about your proposed activity, as we will use this to determine if the activity can fit into the annual budget/workload.

Please note, as there is a substantial amount of administration necessary for each activity including safeguarding, risk assessments and marketing it is not always possible to fulfil your requirements.

***The Arts Team has a comprehensive programme of outreach activity and where possible it is preferable to fit new activity into this.***

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| **Project title under which this activity will sit** |  |
| **Academic School/Departments involved** |  |
| **Name and email address of Lead Academic** |  |
| **Brief overview of project/research** |  |
| **Ideas for outreach activity** |  |
| **Reason for activity/intended outcomes. i.e. does this link to the school curriculum?** |  |
| **Which year group(s) are you targeting?** |  |
| **Length of activity (we recommend 1 hour to fit into a school lesson/campus workshop)** |  |
| **Do you have funding for this activity?**  **If yes, what is the budget?** |  |
| **Evaluation** How will you evaluate the impact of the event? |  |
| **Would this event be delivered on-campus at in schools?** |  |

Please note that if this application is successful, the applicant and other staff members working on the event must be aware of the child safeguarding policy which can be found here: <http://www.leeds.ac.uk/secretariat/documents/safeguarding_guidance.pdf>.