# Appendix 2: Team Awards for Teaching and Learning (TATL) Funding Request Form

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| **Name:** |  |
| **Role / School:** |  |
| **Year award received:** |  |

|  |  |
| --- | --- |
| **Amount requested**  (Please give a break-down if applicable) |  |
| **Short summary of intended use of funds**  (No more than 200 words)  Please describe how your funding request fulfils the guidance below.  If your request relates to an event, please provide a link. This will reduce the need to provide a summary of the event. |  |

# Accessing funds

Each award winning team can claim up to £1,000 during the academic year they receive their award. Requests for funding will be to support the enhancement of teaching and learning excellence as well as the student experience. In making a request for funding winners are asked to briefly explain how the request will impact on students and/or the teaching and learning agenda within the Faculty.

Funding should be requested using this form and submitted, in advance, to [educationacademy@manchester.ac.uk](mailto:educationacademy@manchester.ac.uk). Applications for funding will be considered by the Academy for Education and Professional Development leadership team who have the right to reject a funding request.

Examples of activities that might be funded include:

* Costs associated with dissemination of results
* Attendance at events that will benefit the award winning team as educators and developers
* Organising events relating to teaching and learning that benefit the award winners, colleagues and/or students (this can include costs associated with inviting external contributors)
* Costs associated with a project that will benefit staff and/or students (for instance paying for students to carry out some project work)
* Technical assistance to support the development of teaching activity