**REPORT FORM**

DOCUMENT C: EAF

**FOR PREVIOUS FUNDING CYCLE GRANTS RECEIVED AND UTILISED:**

**NELSON MANDELA UNIVERSITY**

**ENGAGEMENT ADVANCEMENT FUND (EAF)**

(PLEASE STUDY THE INFORMATIONAL DOCUMENT**, DOCUMENT A: EAF**. COMPLETE THIS FORM IN TYPESCRIPT)

|  |  |
| --- | --- |
| **FUNDING CYCLE FOR THIS REPORT (YEAR):** |  |
| **Surname of Project Leader** |  |
| **First Name** |  |
| **Initials** |  |
| **Title** |  |
| **Telephone numbers** |  |
| **E-mail address** |  |
| **Employment position held at Nelson Mandela University** |  |
| **Faculty** |  |
| **Department** |  |
| **Division** |  |
| **Immediate line-manager** |  |
| **Are you permanently employed and/or on a long term (1 year or more) fixed contract?** (*indicate with an* ***X***) | **Permanent** | **Fixed term contract** |
| **Applicant Status** (*indicate with an* ***X***) | **Individual** | **Team Leader** |
| **SECTION B: PROJECT DETAILS** |
| **Title of project** |  |
| **If this is a team project, provide the names of all staff members and students participating and the nature of their involvement** | **Staff:**1.2. …**Students:**1.2. … |
| **Duration of project** | **From:** | **To:** |
| **Will the project continue or is it now completed?** (*indicate with an* ***X***) | **Continue** | **Completed** |
| **Provide details of all external community/stakeholder involvement in this project:** |
|  |
| **Who are the beneficiaries of this project?** |
|  |
| **Purpose of the project (What problem/challenge did this project address?)** |
|  |
| **Specific aims/objectives of the project:** | **Briefly outline how aims were achieved:** |
| 1. To…
 |  |
| 1. To…
 |  |
| 1. To…
 |  |
| 1. To…
 |  |
| 1. To…
 |  |
| **Expected outcomes of the project:** | **Estimated time line for outcomes to be reached:** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| **Were there any deviations or additions to the purpose, aims/objectives and expected outcomes since the funding was granted? Please describe.**  |
|  |
| **Current and potential impact and benefits of the project:** |
| **For external communities/stakeholders:** (not staff and student of Nelson Mandela University) |  |
| **Internal communities/stakeholders:** (staff and students of Nelson Mandela University) |  |
| **How did the project contribute towards faculty/department/entity engagement goals and objectives?** *(Refer to your Department/Faculty’s strategic plan here)* |
|  |
| **Briefly describe how the project contributed towards Vision 2020 and the Nelson Mandela University values:** *(Refer directly to the Nelson Mandela University values and Vision 2020 strategic priorities)* |
|  |
| **How did the project contribute towards innovative teaching and learning, research and service functions of the Nelson Mandela University?** |
| **Teaching and Learning**: |
| **Research**: |
| **Service**: |
| **How did the project contribute towards interdisciplinary partnership building between the Nelson Mandela University and its external communities?** |
|  |
| **How did this project contribute to the scholarship of engagement?** |
|  |
| **How did this project showcase and promote Nelson Mandela University as an engaged institution?** |
|  |
| **Was there an advisory board or governing body of some kind for this project? Briefly describe who served on such a committee/body:** |
|  |
| **How was the project managed, monitored and evaluated?** |
| **Funding:** |  |
| **Human resources (people, their time and input):**  |  |
| **Project progress towards outcomes:** |  |
| **Reporting structures: (When and to whom were reports submitted?)** *Attach all reports at the end of this document*  |
| **Internal institutional (Nelson Mandela University) structures:** *(e.g. HoD, Dean, FMC, Senate)* |  |
| **External (not Nelson Mandela University) structures:** |  |
| Please attach the following to this document:1. A brief (one page max), widely accessible and user-friendly description (in lay terms) of your project and how it benefits Nelson Mandela University communities (internal and external) – this will be for showcasing on the CAEC web page and via other marketing processes.
2. Add photos (with captions) or other visual media that showcase what the project achieves – not too many, but examples that visually ‘tell the story’ of your project (e.g. preferably not of someone sitting behind a desk in an office, but maybe school children/teachers benefitting from what your project provides them, equipment that you have built, competition winners, etc. – use your discretion in relation to the relevance to your own project.)
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| **SECTION C: BUDGET – Provide a detailed itemized breakdown of how the funding was utilised** |
| **Description** | **Amount** |
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|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total amount utilised**  |  |
| **Total amount received/granted** |  |
| **Total amount unutilised** |  |
| **Internal Nelson Mandela University ITS account from which unutilized funds can be recovered** | **CC** | **Acc** |
| **If unutilized funding exceeds R250, please motivate why funding were unutilized.** |
|  |
| **Would you want unutilized funds to be rolled over to another funding cycle, if available?** (*indicate with an* ***X***) | **YES** | **NO** |
| **If you answered *yes* to the above question, please motivate why the funding should be rolled over and how it will be utilized.** |
|  |
| **Have you previously applied for or been granted funding by this fund (the Engagement Advancement Fund) for this specific project?** (*indicate with an* ***X***) | **YES** | **NO** |
| **If you answered *yes* to the above question: when did you receive the funding (specify all previous funding cycles) and how much did you receive?** | **Year received** | **Amount received** |
| **Indicate any other funds that have been secured for this project and who the funders/sponsors are.** | **Amount secured** | **Funder/sponsor** |
| **Provide details of any other potential funders that have been sought or may be sought in future to assist in funding/sponsoring this project?**  |  |
| **SECTION D: SIGNATURE OF PROJECT LEADER** |
| Project Leader Signature |  | Date |  |
| **SECTION E: CONFIRMTATION BY FACULTY MANAGEMENT COMMITTEE REPRESENTATIVE** |
| Date |  |
| Signature: Chairperson FMC or Applicable PASS Director/HOD |  |
| Comments (if any) |
| **SECTION F: FOR OFFICE USE***(Administered by the Centre for Academic Engagement and Collaboration and the Nelson Mandela University Engagement Committee)* |
| Date received |  |
| Status of report | Accepted | Not accepted |
| Feedback to applicant |  |
| Funding amount to be recovered |  |