**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)

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| **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:** | | | | | | | | | | | | | | | |
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| **Who are the beneficiaries of this project?** | | | | | | | | | | | | | | | |
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| **Purpose of the project (What problem/challenge did this project address?)** | | | | | | | | | | | | | | | |
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| **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.** | | | | | | | | | | | | | | | |
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| **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)* | | | | | | | | | | | | | | | |
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| **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?** | | | | | | | | | | | | | | | |
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| **How did this project contribute to the scholarship of engagement?** | | | | | | | | | | | | | | | |
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| **How did this project showcase and promote Nelson Mandela University as an engaged institution?** | | | | | | | | | | | | | | | |
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| **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.) | | | | | | | | | | | | | | | |
| **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 | | |  | | | | | | | | | | | | |