



staff development
forum

Developing Excellent Practice
Supported by the Leadership Foundation

SDF Collaborative Development Grant

SDF Collaborative Development Grants are to support work between Universities within the regions. Grants may also be used by individual institutions within a region to organise and run staff development events that benefit the wider HE community (i.e. are not principally just for their own staff.) All applications should be collated in the first instance by the Regional Chair before submission to the SDF.

If awarded, the SDF grant must be used to support CPD activity that is innovative or developmental in nature. It can include learning opportunities and 'booster' activities to refocus and reinvigorate innovative or developmental projects that need help to progress further.

Grants will be provided up to a maximum of £1500. The Grant can be spent on resources, expenses and/or venue costs and refreshments for meetings and learning delivery.

Where funding is used to subsidise CPD events for which an attendance charge is levied, it is expected that attendees from non-LF member institutions should be charged an incrementally higher fee.

SDF Collaborative Development Grants are claimed retrospectively by invoice for costs incurred as identified in the application form and are managed locally by an individual HEI as identified in the application form (for collaborative bids this would be the lead HEI).

The grant recipient is expected to keep financial records of spend and report on this and the success of the funded activity following its completion.

The individual or lead HEI will be required to submit a report on the event within 4 weeks of the event. In addition, a 'poster' or workshop should be presented at National Conference and a review on impact submitted within 12 months of the event. All reports, posters etc. will be published on the SDF website and made available to the LFHE, as appropriate.

A member University may only apply for ONE SDF grant in any calendar year, but can benefit from additional support if part of a collaborative regional bid for SDF grant funding. A development project that continues for more than two consecutive calendar years (from date of first application) will be limited to a maximum of THREE SDF grants.

Collaborative Development Grants expire twelve months from the award date – any monies not claimed within this time period will be retained by the SDF.

Example of the type of work suitable for this fund:

Institutions A, B and C wish to bring regional colleagues together to explore new ways of facilitating team building as a result of some suggestions at their last regional meeting. The aim is to organise and run a day of workshops paying for delegates to attend and for an external consultant to talk about different techniques. The style of working is collaborative, finite and self-contained. The outcomes will be the learning opportunity and a report/presentation on its success and impact.

Applications should be made using the application form, available on the SDF website.

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