**PLANNING GROUP STRATEGIC INITIATIVES FUND**

**APPLICATION FORM 2024/25**

The Planning Group Strategic Initiatives Fund €1m for 2024/25, is specifically designed to support once-off activities/initiatives that were not considered and/or were unknown at the time of forecasting annual budgets.  This **once-off funding** will advance activity closely aligned to College's Strategic objectives and/or obligations (legal or otherwise). This funding is **not intended** to support pay costs associated with any existing or new posts, or any large-scale projects that require a **multi-annual source of funding** associated with the next strategic plan for example, digital transformation.

**Timelines 2024/25:**

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| **Call Opens** | Planning Group Strategic Initiatives Fund Call 2024/25 announced at Planning Group meeting **Tuesday** **01 April 2025**.  Application form circulated to Planning Group Members by Executive Director, Academic Services Division **Friday** **04 April 2025. Note**: As the Planning Group does not have membership from the Provost’s Directorate, it will be forwarded to the Office of the Provost. |
| **Applications Deadline** | Deadline for applications is **12:00pm** **Friday** **25 April 2025**   Completed applications **(maximum of 3 per area)** must be submitted to Orla McCarthy, Secretary to Planning Group, at [orla.mccarthy@tcd.ie](mailto:orla.mccarthy@tcd.ie)  If more than 1 application, they should be listed in order of priority 1 – 3. Finance Partner sign-off is required for the financial element of the proposal. The final form must be approved and signed off by the Chief Officer/Faculty Dean who is a member of Planning Group.  **Late applications will not be accepted.** |
| **Planning Group Members Overview of Applications** | Planning Group member(s) to provide a verbal overview of the applications submitted at the Planning Group meeting of **Tuesday** **29 April 2025** |
| **Scoring** | Scoring sheets will be made available from the afternoon of **Wednesday 07 May 2025**  Planning Group members to complete the scoring of applications by **1.00pm on Friday 16 May 2025** |
| **Outcome** | Planning Group to be informed of scoring outcome and successful applications will be approved at the Planning Group meeting of **Tuesday** **03 June 2025** |

**No application** will be considered unless it is submitted and prioritised by one of the Faculty Deans or Chief Officers who are members of the Planning Group (e.g., VP/CAO, Chief Operating Officer, Chief Financial Officer) (Section 3).

Please provide one **Point of Contact** for any queries in relation to this application (Section 3).

Applications must be signed off by the relevant **Finance Partner** regarding thefinancial element of the proposal prior to submission (Section 4).

Applications will be **assessed** according to strategic alignment, potential impact/benefits for the institution, whether there is a mandatory or legislative requirement, and added value. See **Appendix 1** for **decision-making matrix** that will be used to evaluate the submissions.

Please note that due to the timing of this process, some **flexibility for this call** 2024/25 will be permitted, if there is a justification that the budget should carry over to FY2025/26. See Section 2 below.

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| **SECTION 1: PROPOSAL SUMMARY** |

**1.1 PROPOSAL OBJECTIVE & DESCRIPTION: (maximum wordcount – 500 words).**

This section should clearly describe the following:

**Strategic Rationale: For example**, why this initiative was not considered**/**or was unknown at the time of forecasting annual budgets, why this funding is needed, what problem will be solved if this initiative proceeds or is there a legislative requirement or obligation to mandatorily provide?

**Strategic Alignment: If funded,** how does the initiative meet specified goals of the College. Does the initiative align with any other National or European policy? Has any other funding source been explored, or can this be added to other funding sources?

**Objectives:** What are the expected outcomes/outputs? - Objectives should be SMART – specific, measurable, achievable, realistic and time-bound.

**Potential Impact/Benefits**: What benefits will be achieved should this initiative proceed? - the benefits can be quantifiable or non-quantifiable improvements resulting from the outcomes (the end results) of the activity and what are the measures for these benefits if applicable. If **not** funded, what will the impact be?

**Timeline:** What is the timeframe for the use of this budget if allocated. Is it feasible to have it completed within the 2024/25 financial year (October 2024 - September 2025). If not, please advise the timeline and how will this will be managed?

**1.1 PROPOSAL OBJECTIVE & DESCRIPTION: (maximum wordcount – 500 words).**

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| **SECTION 2: BUDGET REQUEST DETAILS** |

**2.2 PROPOSED BUDGET, JUSTIFICATION AND TIMEFRAME**

This section should provide details of, justification for, the projected costs and if required, justification to carry over funding if successful to the next financial year. Please also identify **if this is the full cost of the activity** and **what other funding avenues** have been explored for this application/project and the outcome of same e.g. can the area commit some of its’ own resources to the project or can the outcomes be achieved with a smaller allocation from the budget?

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| To be completed | | | | | | |
| # | **Item Description** | **Justification for expenditure** | **FY24/25** | **FY25/26** | **Total** | **Justification for carry over to FY25/26 if required/applicable** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
|  | **TOTAL** |  |  |  |  |  |
|  | Contribution already committed if applicable |  |  |  |  |  |
|  | **Strategic Funding Request (remaining funding requested)** |  |  |  |  |  |

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| **SECTION 3: PRIORITY LEVEL & POINT OF CONTACT** | |
| **Please confirm the Priority Level of this application, in the event of more than one application being submitted per Faculty/Division**  e.g., Priority 1 of 3  **Priority** **of** | |
| **Please confirm the designated Point of Contact for queries in relation to this application** | |
| **Name** |  |
| **Position** |  |
| **Email** |  |
| **Phone** |  |

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| **SECTION 4: CONFIRMATION AND APPROVALS** | |
| **Confirmation:** Applicants should confirm that this is a once-off funding request for **non-pay** by putting an X in the box. | |
| **Applicant Name** |  |
| **Academic Department/Division** |  |
| **Signature** |  |
| **Date** |  |
|  |  |
| **Finance Partner sign off for financial aspects of the application** |  |
| **Signature** |  |
| **Date** |  |
|  | |
| **Faculty Dean/Planning Group Chief Officer** |  |
| **Signature** |  |
| **Date** |  |

**Appendix 1:** Decision-making matrix for applications

Scores for each application are calculated by multiplying the score for each of the 6 criteria 1-5 (1 lowest and 5 highest) by its weight and summing the results.

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| --- | --- | --- | --- | --- | --- |
| Decision-making Matrix | | | | |  |
|  | **Criteria** | **Weight** | **Application X Mark 1-5** | **Application X Mark 1-5** | **Application X Mark 1-5** |
| 1 | **Strategic Alignment**  **Assesses how well the project aligns with the university’s strategic goals** | **30%** |  |  |  |
| 2 | **Potential Impact/Benefits**  **Evaluates the potential impact of the application/project** | **25%** |  |  |  |
| 3 | **Legislation/obligation**  **Evaluates whether the project is mandated by legislation or obligation** | **20%** |  |  |  |
| 4 | **Feasibility**  **Assesses the feasibility of the application/project** | **15%** |  |  |  |
| 5 | **Budget Flexibility and added value**  **Evaluates the budget flexibility i.e. can the area commit some of its’ own resources to the project or can the outcomes be achieved with a smaller allocation from the budget and does the submission represent added value** | **10%** |  |  |  |
|  | **Total** | **100%** |  |  |  |