**Sustainable Project Funds - Funding Agreement**

Congratulations on securing funding under LSE’s Sustainable Projects Fund (**SPF**), managed by the Sustainable Futures Society (**SFS**) with support from LSE’s Sustainability team. As an SPF project manager you have responsibilities which are important to understand. Please read, sign and return to s.futures@lsesu.org

**Timelines**

* I understand my project has to be **completed by 31st July** (or exceptionally a later date if agreed in advance) of the application year.
* For the **Academic Stream** only (Geography & Environment) **mid-September** is the deadline for findings to the Geography Department (Louise Millar).

**Funding and Financial Control**

* Project funds are held by theStudent Union SFS. **Allfundclaims should go to SU Finance team** (**not** the Estates Division or Sustainability team).
* Academic Stream (Geography and Environment) funds are transferred to the **Geography department** who manage payments directly.
* It can take **up to 4 weeks** between submitting a claim and receiving funds.
* Any funding that is not used during the project is retained by the SFS (and is thus **not transferable**: *use it or lose it*).

**Your responsibilities as an SPF Project Manager**

* **As an SPF project manager I understand it is my responsibility to**:
	+ Follow the Finance Procedure which can be found the [SFS website](https://www.sustainablefuturessocietylse.com/application-forms.html).
	+ Manage and deliver my project and all its outcomes.
	+ Liaise early on with any parties who will be affected by the project or whose support is needed to deliver the project.
	+ Provide regular progress updates to the SFS and Sustainability team.
	+ Flag any changes or issues with deliverables early on.
	+ Clear any substantial project changes with the SFS in the first instance, who will refer to the Sustainability team if needed.
	+ Submit project output documents by **31st July** (and later only if agreed at project start) to the Sustainability Team. If part of the Academic Stream (Geography & Environment) by **mid-September** to the Geography Department (Louise Millar).

**Project manager signature:** ……………………………………

 **Date:** ……………….

Please return to s.futures@lsesu.org