

LIF Application Questions with guidance

Here are the questions featured on the form, providing you with a preview of the inquiries you can expect. Additionally, we've included guidance to help clarify what we are seeking in your responses.

1. Which RIBA region is the project to be delivered in?

Please choose the Region you are in from the drop down list.

2. Please provide your branch or group name

Please provide your RIBA Branch name, Special Interest Group or the Region name if an overarching application for the whole region.

3. When do you plan to deliver the project in 2024?

Please consider that the application reviews will be complete in March 2024.

4. What is the name of the project you are seeking funds for?

Please give a name which identifies the project type, such as 'event', 'lecture', 'building tour'

5. Please outline which of the criteria for funding your project most meets with?

Below is a list of the criteria that the projects must meet:

1. Better engage RIBA Members, supporting the building of local connections and opportunities for collaborative working, and gain insight into member needs.
2. Support developing a diverse profession and engaging with under-represented groups and our wider communities.
3. Promote how RIBA Membership meets the needs of all our members and prospective members.
4. Build awareness of local RIBA value through events and programmes of activity for both RIBA members and other built environment professionals.
5. Act as an informative project that will enhance professional development and learning within the profession.
6. Better engage with international members and prospective members.
7. Support a project that will present the RIBA in ways that demonstrably encourage architects who are not members to become RIBA Members.
8. Meet any other requirements set out in the application form for LIF funding for the relevant year.

6. Please provide a summary to describe your project (max 500 words)

Please include more detail on the projects, including the target audience, potential locations and frequency.

7. Please confirm the total amount of LIF you are applying for

This is the total amount that you require to deliver this project

8. Do you intend to seek additional financial support to support the project? If so, please specify

This includes funding already available in Branch bank account and sponsorship, please outline whether you already have potential sponsors or if you might need support with this

9. Please outline your resource requirements including budget costs for delivery (please include travel and other related costs)

Please break these down into each area, these could include;

Travel expenses

Speakers

Stationery and equipment

Catering

Room hire

Prizes

Marketing, (please note that all events will be added to the RIBA Whats On Page alongside regional social media channels)

10. What support do you require from the RIBA regional team to deliver your project? (This may include setting up booking systems, at event support, sourcing speakers etc)

Support will be given wherever possible but please consider other key activity in the region. Your Regional Engagement Partner will be able to support you with this

11. Please describe how you will measure the success of your project and what you would like the project to achieve? (If possible, provide some clear objectives and measurements of success, such as attendee numbers at an event)

Please provide some clear objectives and measurements of success. Metrics of success should be S.M.A.R.T. (specific, measurable, achievable, relevant, and time-bound). For example, goal attendee numbers at an event, number of events/talks/building tours.

12. Please share a contact name for this LIF application

13. Please share contact email address for this LIF application