# DISABILITY RESOURCE DEVELOPMENT FUND

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| --- | --- | --- | --- |
| Department/Faculty | |  | |
| Resources requested and reasons for the application.  (Attach separate sheet if necessary) | |  | |
| Price(s) including VAT  Total Cost  Less departmental contribution (50%)  Sum requested from DRDF | | £  £  £  £ | |
| Departmental Budget Code (for funds to be transferred to): | |  | |
| Departmental Finance/Admin contact: | |  | |
| Has advice been sought from the Disability & Wellbeing Service? | | | yes  no |
| Other sources of funding explored |  | | |
| On behalf of department | Name: | | |
| Signature: | | |
| Head of Department | Name: | | |
| Signature: | | |

# DISABILITY RESOURCE DEVELOPMENT FUND

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| --- | --- | --- |
| For Disability & Wellbeing Service use only: | | |
| Status of required resource  Other information | not available through DSA funding   not held in loan pool   not currently available from loan pool   no known alternative funding source | |
|  | |
| Confirmed Budget Code for transfer: |  | |
| Disability & Wellbeing Manager | Signature: | Date: |
| Head of Disability & Wellbeing Service | Signature: | Date: |
| Disability & Wellbeing Service Admin Team informed |  | Date: |
| Department informed/confirmation of transfer |  | Date: |

**APPLICATION GUIDELINES**

1. Priority will be given to applications for funds to meet the needs of current disabled students, where these cannot readily be met from other sources. However, additional weight will be attached to applications which demonstrate that the resource is also likely to be of value to future disabled students, i.e., that the needs of future disabled students are being anticipated.
2. It is expected that departments will have sought advice from the Disability & Wellbeing Service on possible alternative sources of funding, such as the Disabled Students Allowance. Departments seeking funding for equipment should also contact the Disability & Wellbeing Service to check in the first instance whether the equipment may be made available on loan. Applications should make reference to such discussions.
3. Applications are expected to demonstrate how the resource sought is additional to provision which the department makes for all students.
4. While the Disability & Wellbeing Service can provide advice and guidance, for example identifying specialist suppliers, the applying department is responsible for any purchasing, staff assignments or recruitment related to DRDF spending.
5. Applications should be sent to Chris McKenzie, Disability & Wellbeing Manager via the Disability & Wellbeing Service ([disability-wellbeing@strath.ac.uk](mailto:disability-wellbeing@strath.ac.uk))