**‘Listen and Learn’** **Application Form**

## Deadline: **Tuesday June 1st, 2021 (Mid-Day)**

## **Please fill in all boxes. Your completed form must be under 3 pages in length (with answers in 11pt Calibri).**

*Applicants who do not read the guidance documents, available on our website, are unlikely to receive funding.* *We are sorry that this guidance and application form are only available in a written English format. If you need support in accessing or understanding the contents and in completing your application, please contact the public engagement team:* *publicengagement@ucl.ac.uk**.*

**The following fields are mandatory**:

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| **Name of external partner / organisation** |  |
| **Amount requested (max £500)** |  |
| **Proposed conversation dates** |  |
| **Applicant name** |  |
| **Department/Institute/other** |  |
| **Faculty/School** |  |
| **Email** |  |
| **What is your position/role(s) at UCL?** (We ask this so that we can understand which groups we are supporting across our programme. Your response to this question does not influence our decision making for this scheme) |  |
| **Department/institute/appropriate finance contact****name and email address** |  |

**The following field is optional**:

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| **Please feel free to disclose if you or your external partner are from an underrepresented communities within the sector and at UCL.** (Including but, not exclusively, disabled, D/deaf and neurodiverse people, LGBTQ+ people, people from Black, Asian and ethnic minority backgrounds.)This question is not compulsory, and your response would not inform our funding decisions. Data will not be linked to specific individuals. | **Prefer not to share: ☐** |

**The following questions are mandatory**:

**Q1. Who is the individual or group who you would like to engage in a conversation and why? How does the conversation link to the work of UCL (e.g., our civic agenda, research. Teaching or learning)? (Please demonstrate that this conversation would be involving otherwise unheard voices within the academic context).**

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**Q2. How do you envisage hosting and managing the online conversation? (e.g., duration, in real time or not) Please, also outline any concerns around accessibility and safeguarding and how you will manage these?**

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**Q3. Who is involved in coordinating the conversation? Hosting and setting up the space, inviting contributors and attendees etc. Please give details of UCL and non-UCL people, their roles, and a short summary of any relevant experience.**

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**Q4. Briefly outline how you, your team and partners would reflect on your ‘Listen and Learn’ conversations, gauging their quality and any outcomes?**

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**Q5. Please provide a brief breakdown of the funds requested – How will the money be spent? Please also provide details of any funding or resources coming from elsewhere, including in-kind support.**

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**All project leaders who are awarded funding will be asked to:**

1. Stay in touch with the Public Engagement Team and submit a brief spending update on completion
2. Nominate one person to attend a 1.5-2 hour online debrief session (August 2021) where they will deliver a five-minute presentation about the conversation and how it went
3. Consider opportunities to share learning such as through UCL Public Engagement Network activities

[ ] Please tick this box to indicate that you are happy to take part in the aforementioned activities as a condition of funding and have your name and department listed on our website so that other UCL staff and students can contact you regarding their own public engagement projects.

Please submit your application by **Tuesday June 2021st (mid-day),** to publicengagement@ucl.ac.uk.

If you would like to hear more from UCL Engagement, please sign up to our newsletter at the link [here.](https://wwwdepts-live.ucl.ac.uk/event-ticketing/ucl-pen-list/)