

Guidance for 'Listen and Learn' Grant Scheme 2021

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

Award size: Up to £500

This document contains important information about the 'Listen and Learn' funding scheme. Please read the guidance carefully before you prepare your application. If you have any questions about the scheme or would like support and advice on your application, please contact the Engagement team at publicengagement@ucl.ac.uk.

Aims of the 'Listen and Learn' Bursary Scheme

- To foster new relations that could lead to mutual benefit for UCL and an external individual or group.
- To explore ways of bringing unheard voices into the academic setting (including issues of accessibility).
- To share learning across UCL's engagement networks.

Who this funding scheme is for?

The principal applicant for 'Listen and Learn' Bursary funding must be a current member of UCL staff (Academic and Professional Services) or a UCL student (Undergraduate or Postgraduate). If you are at UCL on an honorary contract, your proposed conversation must be related to UCL research or teaching.

As part of our ongoing work to improve our inclusivity and accessibility, we encourage applications from those who are underrepresented in the sector and at UCL including but, not exclusive, to disabled, D/deaf and neurodiverse people, LGBTQ+ people, people from Black, Asian and ethnic minority backgrounds.

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

What we might fund

'Listen and Learn' bursaries are designed to support staff and students at UCL to bring unheard voices into the academic context to start a mutually beneficial conversation and explore future collaborations.

We are looking to support applications for **online conversations** which:

- Choose to bring in individuals or groups who are unlikely to be heard within the academic setting otherwise.
- Make a strong justification for their chosen conversation.
- Demonstrate that they and their UCL participants are committed to listening and deepening understanding through the process.
- Have a clear idea about how the conversation might be framed and managed (including how issues of accessibility e.g., digital poverty and language might be addressed and managing everyone's expectations from the session/s).
- Set clear expectations of conversation with external partners, this is the start of what we hope could become something ongoing.
- Clearly demonstrate that they have thought about issues of [safety and safeguarding](#) where necessary.

You might use the funds:

- As part of a teaching module to develop real-world learning opportunities with partners (For examples of teaching activities with partners, please visit the [Community Engaged Learning Service pages](#)).
- To discuss engagement practices within our current context. (e.g., exploring issues around digital poverty or inclusivity).
- To seek out new potential partnerships with external community groups.

- To develop dialogue with existing partner community group to develop a mutually beneficial engagement idea.

The funds are intended to go to external partner/partners; however, a small proportion of the funds may go towards people or materials that might facilitate these discussions e.g., BSL signer, interpreter or notetaker.

What we would not fund

These funds are not intended for:

- In person meetings (due to current UCL guidance around Covid-19 and social distancing)
- Activities that are primarily about communication between professionals and academics in a particular subject area
- Conversations between university staff and students, and/or UCL alumni, this includes other universities
- Activities that could be described as student or staff recruitment, promotion of higher education or of a particular area of study outside the definition of public engagement
- Proposals that focus on widening participation in higher education or direct education
- To support conversations with potential business partnerships or which solicit for-profit enterprise
- Formal training sessions to further professional development
- To direct money to an external group without a UCL linked activity
- Engagement with people you already have an established and continuing relationships with

Funding timeline

Deadline: **Mid-day Tuesday 1 June 2021**

Awardees Notified: **by Friday June 11 2021**

Award spent by the end of the financial year: **Friday 30 July 2021 (see note below)**

Funded Projects Debrief Meeting (online- 1.5 -2 hours): **August 2021 (exact date tbc)**

We are launching later in the year than we would have liked, due to uncertainties of funding caused by the Covid-19 crisis. We appreciate that this is a short period to write your application and are aware that many are working harder than ever this term. We encourage staff to consider their own workload before applying.

However, the Engagement team is happy to give advice before an application is submitted. Contact us on publicengagement@ucl.ac.uk.

How much funding is available?

The maximum award is for £500. This needs to be spent by **Friday 30 July**. The conversation itself can occur after this date, if it is possible to pre-pay speaker and their related expenses.

This Grant Scheme will only fund:

- Costs of external collaborators' time. This can include both preparation and participation time. We suggest a day rate (7.3 hours) of £200.
- Personal expenses for the contributor that make that make their participation possible. This can include costs to cover childcare, travel or something similar.
- A maximum of £200 towards students (Undergraduate or Postgraduate) for small amounts of work e.g., administration, event documentation or hosting.
- A maximum of £200 towards people or materials that might facilitate these discussions e.g., BSL signer, interpreter, notetaker.

Please note other departmental, university or secured external funding can be used in addition to this grant scheme.

This Grant Scheme will NOT fund:

- UCL Staff (Academic or Professional Services) for their time (unless they have a dual role and are doing this work within their capacity as a student)
- International travel
- In person events (due to UCL's current policy on in person meetings)

How do we administer funds?

The funds will go directly to your department. Please share this document with your financial administrator to ensure making payments to external individuals or groups is possible.

How can we pay our external collaborators?

We recommend three routes through UCL Finance systems to pay external collaborators for their time:

- **[Temporary Worker](#)** - If the external collaborator is doing this independently and isn't set up as self-employed, it is possible to pay them for their time as a temporary worker through UCL's UniTemps. Please complete the [UCL Unitemps Booking Form](#). Please do note that the additional 5% cost for UniTemps would need to be accounted within the available funding. We recommend paying speakers at a Grade 7 Rate.

Unless the contributor is already signed up as a UCL supplier the above method is the preferred approach due to the time it takes to set contractors up on the UCL supplier system.

- **[Organisation](#)** - If the external collaborator is doing this as part of an organisation, the payment for their time can go to the organisation itself. Do add the [organisation as a supplier](#), and payment can continue through the standard Invoice / PO methods.
- **[Self Employed](#)** - If the external collaborator is set-up as self-employed. Like above, set them up as a supplier, and continue through the standard Invoice / PO methods. However, do make sure the speaker has ALSO completed the [self-employment questionnaire and Application Form](#).

PLEASE NOTE that setting up a supplier takes time, so we recommend you start this process as soon as you have received your confirmation e-mail from the Engagement Team.

If none of the above methods are suitable for your collaborator, perhaps because they are on certain benefits or another personal situation, then please [get in touch](#) and we can explore a different option.

As an Engagement team we continue to explore fair ways of paying and recognising external partners for their contributions to UCL. This is a pilot funding scheme with a tight deadline so there may be additional complications, however we plan to reflect and learn from the process within debriefing sessions with awardees towards the end of the summer. We would welcome the input of financial administrators as part of this.

What happens to your application?

Your application will be reviewed by a member of the UCL Engagement Team, who will put those applications that meet to eligibility criteria forward to an internal judging panel chaired by the Head of Public Engagement and other staff members within UCL Culture. This panel will decide whether to fund your application.

The panel will consider:

- Whether the project fits with the strategic aims of this fund (see above)
- Are funds appropriately allocated (towards external contributor)
- Whether the conversations can realistically be delivered within cost and time constraints
- Whether the suggested format is appropriate and considers issues of accessibility, safety and safeguarding.

Applicants will be informed of the panel's decision on or before **11 June 2021**.

If you're successful

Finance: We will begin the process of transferring the funds to a departmental account as soon as possible after confirming the success of an application. It is important we have the contact details of the finance administrator within your department to ensure the smooth transfer of funds. We will provide a short one-page advice sheet to finance administrators on successful awarding of grants.

Keeping in touch: The [UCL Engagement Team](#) is happy to provide advice, support and guidance, as appropriate.

Evaluation and Learning: All awardees are asked to nominate one person to attend a 1.5-2 hour online debrief session where they will deliver a five-minute presentation about the conversation and how it went (August 2021) and consider opportunities to share learning such as through UCL Public Engagement Network activities.