# Community Engagement Seed Fund

The Community Engagement Seed Fund grants will be made available to UCL staff and students who are connected to UCL East. The grants will be awarded to allow for development and/or delivery of projects with east London partners, particularly those from the Voluntary Community Sector (this could include both formally constituted organisations, and more informal groups such as residents associations). The projects should be related to the vision of UCL East and should be founded on the **principles of collaboration, co-production and mutual benefit** with the identified partner. Grants can be used to further existing relationships or be a catalyst to sparking new partnerships and initiatives.

Please submit your application **to engagement-east@ucl.ac.uk**. We are trialling a rolling programme of funding this year, but please be aware all funds must be spent by the 31st July regardless of the date of application.

Panel meetings will be held monthly until the pot is distributed. **The first meeting will take place week commencing 14th December and will include all applications received before the 7th December.**

**PLEASE ENSURE THE ENTIRE FORM IS NO LONGER THAN 6 PAGES IN LENGTH.**

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| --- | --- |
| **Project title** |  |
| **Amount requested** (up to £4,000) |  |
| **Project start date** | Please note that the project budget must have been spent by 31st July 2021. |
| **Name of lead applicant** | Please Identify one named contact to be the point of correspondence for the project.  |
| **Email address and phone number of lead applicant** |  |
| **Job title of lead applicant** |  |
| **Department/institute/ other** |  |
| **Faculty / School** |  |
| **Please indicate how the applicant is involved with UCL East** | Please give us details of how you are involved with UCL East, as a programme lead, staff member, student, and academic lead or other. If you are part of a particular UCL East entity please identify this. |
| **As part of our ongoing work to improve the inclusivity and accessibility of the scheme, please let us know the ethnic background that best represents you.**[**You can use the categories defined by central government**](https://www.ethnicity-facts-figures.service.gov.uk/style-guide/ethnic-groups)**or tell us in your own words**  | *We recognise certain people are underrepresented at UCL – by filling in this question help us to better understand who we’re working with and where we need to direct more attention to ensure that we’re representing our entire community. If you do not want to share this information this is fine and will not affect your application, please select ‘prefer not to share’ if this is the case.*  |
| **Finance contact**Please identify a finance contact in your department with whom we can liaise to arrange setting up a cost-code for the project. | Name:Email Address:  |

### **Q1. Briefly outline your engagement project proposal. Please be explicit about your project aims, what activities will take place, who your project partner is (or your plan for developing a partnership) and their collaborative role in the project.**

*Please tell us about the activities you are planning.*

*Think about: How the activities will be developed and with whom, what will they look like? What methods will you use to engage people and what resources and materials will be needed? Are you creating/co-creating a new method of engagement or building on existing method(s)?*

*Please also include a brief timeline of when planning and activities will happen if this proposal is funded.*

*Please be explicit about the steps you will take to ensure your project can continue to run regardless of ongoing restrictions around Covid-19 (e.g. utilising online methods of delivery, Outdoor and socially distanced events, provision of appropriate sanitising set-up for participants.) We know this will look different for different projects and audiences, but please indicate to the panel that you have taken necessary consideration of the current environment.*

### **Q2. What do you hope will change as a result of this project? (Please outline the change for both UCL and external communities).**

*What is the need for this project? Think about changes in awareness and knowledge, attitudes, skills and confidence. Does this public engagement project support the impact of your research or teaching? (see* [*UKRI*](https://www.ukri.org/public-engagement/research-council-partners-and-public-engagement-with-research/guides-policies-research-and-publications/) *for more). Does this allow you to catalyse new relationships with east London communities, or build deeper and more meaningful relationships with an existing partner?*

*Please be realistic about the aims and objectives: we recognise this is reasonably small funding and that the aims and objectives should reflect that – the team will want to see through your outline evaluation plan (Q4), how you will assess whether these have been achieved.*

### **Q3. Please provide a breakdown of costs for the amount requested**

*If you have funding towards this project already secured, please indicate this in your breakdown. Your budget should reflect your project, and it should be clear what the funding is supporting.*

### **Q4. How will you assess whether you have achieved your aims set out in question 1?**

*We don’t expect monitoring and evaluation to take up a large proportion of your time, however, we do expect you to have a clear idea of what ‘success’ looks like.*

*Your plans should include reflection and feedback on the activities and overall experience from the public group(s) and any partner(s) involved, and from you and the project team.*

 *If you have clearly laid out your aims in Q1, you will probably find this question easier to answer. If you are new to evaluation or would like some new ideas, this guide may be useful:* [*https://www.ucl.ac.uk/culture/sites/culture/files/100831\_methods\_for\_evaluation.pdf*](https://www.ucl.ac.uk/culture/sites/culture/files/100831_methods_for_evaluation.pdf)

*You can use a table like this one below to think through your aims, what the outcomes are likely to be, and how you will monitor and then evaluate how things went. You may include a table like this in your application, but you should also explain how you hope this monitoring will help you to evaluate the whole project.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Aims**  | **Outcomes**  | **Outcome indicators**  | **Information collection tools** | **Who will collect/provide this information and when** | **How you will use this information** |
|  |  |  |  |  |  |

*You can also contact* ***b.fleming@ucl.ac.uk****for further guidance on your evaluation plans.*

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

1. Attend a session to share their learning and experiences with the other project leaders.
2. Work with the community engagement team to develop evaluation and publicity plans for the project.
3. Submit spending reports when requested.
4. Complete a short project learning and evaluation report at the end of their project.

[ ] 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 the UCL East website to share learning from your project.

[ ] Please tick this box to confirm that all applicants give permission for this form to be shared for the purposes of selection and review.

[ ] By applying for a Community Engagement Seed Fund we would like to add you to the east engagement network mailing list. Please tick this box if you are happy to receive this communication