# 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 delivery of projects with east London partners, particularly those from the Voluntary Community Sector. 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**](mailto: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 2020. |
| **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.*  **Prefer not to share ☐** |
| **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, and when who your project partner is (or your plan for developing a partnership) and their collaborative role in the project. *Please be explicit about steps you will take to consider and manage restrictions as a result of Covid-19.***

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

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

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

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 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.