2023-2024 Cultural and Community Engagement Development Fund.

The Cultural and Community Engagement Development Fund is a small grants funding scheme for UCL staff and post graduate research students who have previously been in receipt of funding for engagement projects in east London. It is designed to build capacity for previously funded project to deepen the impact of ongoing engagement practice.

Grants from the Development Fund will be made to previously funded project leads and should aim to either:

a) Develop engaged practice, building on learning from a previously funded project(s).
b) Embed engagement and partnership working within the work of the project lead or the ongoing work of their team or department.
c) Adapt and develop projects in response to learning and evaluations from initial project(s).

It is expected that the work funded through this scheme will explicitly build on the work that was previously funded. This does not mean that the work should be more of the same, rather that you will need to evidence how this new activity has come from learning in that previous work.

Funded work should continue to be founded on the principles of **collaboration, co-production, and two-way dialogue** with an identified partner(s). As part of our ongoing work to improve the inclusivity and accessibility of the scheme, 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. Grants can be used to further existing relationships or be a catalyst to sparking new partnerships and initiatives.

We expect to award funding for individual projects in the region of £2,000 - £4,000 from an overall pot of £16,000 for 2023-24.

Applications will be accepted on a rolling basis while money remains in the budget.

What can the grant be used for?

As this is a development fund, we cannot prescribe the activities that you should be doing, however we have developed the below criteria to ensure that the aims of the fund are met.

Applications must:

- Build on the learning from community engagement activity previously funded by the UCL East Community Engagement Team or UCL Engagement (e.g. Community Engagement Seed Fund, Beacon Bursary, Train and Engage, Trellis funding). Please email our team if you are unsure about this.
- Focus on work with partners in east London (Hackney, Tower Hamlets, Newham, Waltham Forest).
- Focus on creating a step change in the engagement work of the applicant or their team/department in order to either:
  - o Develop engaged practice building on learning from a previously funded project(s)
  - o Embed engagement and partnership working within the work of the project lead or the ongoing work of their team or department
  - o Adapt and develop projects in response to learning and evaluations from initial project(s).
- Be based on the principles of collaboration, co-production, and mutual benefit.
- Value equally the skills and expertise of both academic and community partnerships.
- Evaluate, learn from, and share their engagement activities
- We expect projects will be led by the main applicant for the previous funding but are open to discussion on who the application is led by as long as the above criteria are met.

Ineligible costs:

Please note the following types of activity are not eligible for funding.

- Activities that are a repetition of previous work. You must be able to demonstrate an ambition for a step change in practice.
- Activities that are primarily about communication between professionals and academics in a particular subject area.
- Proposals that focus on widening participation in higher education or enrichment of school curricula.
- Activities which are part of your research and should be funded with a research grant.
- Activities which have already taken place.
- Activity led by taught students. Taught students are eligible to apply for community engagement funding for student through the Students Union UCL (visit the website and scroll down to "UCL East Grant – Engage with the UCL East community")

How to apply

If you are interested in applying for this funding, please email engagement-east@ucl.ac.uk to speak to a member of the team in the first instance.

Then complete the short application form and submit to engagement-east@ucl.ac.uk. Outcomes should be communicated within four weeks.

Timeline

Applications will be accepted on a rolling basis, but once the funding pot has been allocated we will be unable to accept any more application.

Project delivery: January– July 2024 (please note all project **spend** must be complete by 31st July 2024).

If you are 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.

Kick-off meeting: At the beginning of the funding period, we will invite you to a meeting which will include a session on evaluating your public engagement. Attendance at these meetings is a requirement of accepting funding.

Staying connected: The Cultural and Community Engagement Team expects to be in informal contact with project leaders to provide advice, support and guidance throughout the project, as appropriate. We tailor this support and monitoring to match your needs.

Evaluation and Learning: All awardees are asked to complete a Project Learning and Impact Form at the end of their project to reflect on their experience. **Completing this form is a requirement of accepting the funding.**