# UCL East Community Engagement Seed Fund 2023-2024

The Community Engagement Seed Fund grants are 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 community partners, particularly those from the Voluntary and 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.

We encourage you to contact the Community Engagement Team to discuss your ideas and application on engagement-east@ucl.ac.uk in advance of submission.

**THIS FORM IS FOR PREPARATION ONLY. ALL SUBMISSIONS MUST BE MADE VIA** [**THE ONLINE FORM**](https://forms.office.com/e/iirPYezVxv)**.**

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| **Project title** |  |
| **Amount requested** (up to £4,000) |  |
| **Project start date** | If you are not yet sure an estimate is fine. Please note that the project budget must have been spent by 31st July 2024. |
| **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** | Lead applicant should be a UCL member of staff or post graduate research student |
| **Job title of lead applicant** |  |
| **Department/institute/ other** |  |
| **Faculty / School** |  |
| **Please indicate how the applicant is involved with UCL East (if applicable)** | Please give us details of how you are involved with UCL East, as a programme lead, staff member, student, academic lead or other. If you are part of a particular UCL East entity, please identify this. |
| **(Optional) As part of our ongoing work to improve the inclusivity and accessibility of our work, if you feel comfortable doing so, please can you tell us if you are from communities that are under-represented in higher education and at UCL.****This includes, but is not limited to, disabled, d/Deaf, and neurodiverse people, LGBTQ+ people, people from Black, Asian, and ethnic minority backgrounds, and people from working class backgrounds.****If you do not want to share this information this is fine and will not affect your application.** | *We recognise certain people are underrepresented at UCL – by filling in this question you 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.* |
| **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: what activities will take place, who your project partner is (or your plan for developing a partnership) and their collaborative role in the project.

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*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)?*

*The strongest answers help the reviewer understand exactly what will happen, and how community partners will be involved as equal partners.*

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

### Q2. Please tell us your project aims: 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? What will hopefully change as a result of this work*

* *Think about changes in awareness and knowledge, attitudes, skills and confidence.*
* *Does this 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 proposed changes and impacts: 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.*

*We recommend no more than 3-4 aims for your project. Make sure they are clear and measurable.*

### 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 seed funding is supporting.*

### Q4. How will you assess whether you have achieved your aims/changes set out in the previous questions?

*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 (if it is helpful) 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.*

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| --- | --- | --- | --- | --- | --- |
| **Aims**  | **Outcomes**  | **Outcome indicators**  | **Information collection tools** | **Who will collect/provide this information and when** | **How you will use this information** |
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*You can also contact* ***engagement-east@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.