

## Festival of Communities Funding Guidance – Queen Mary

Applications are now open for Queen Mary students and staff (academic staff, researchers, technical support staff, professional services staff, student groups and societies, and PhD students) to apply for up to £400.

The Festival of Communities funding scheme is designed to support and enable Queen Mary engagement activities to feature at the Festival of Communities 2024. Funding is available to create new or adapt existing engagement activities.

**The deadline for funding applications is the end of day on Wednesday 27<sup>th</sup> March, and applicants will be informed by the end of day on 24<sup>th</sup> April if they have been successful.**

Costs can include:

- **Queen Mary student ambassadors** (usually undergraduates) – to support the delivery of your activities at the Festival. Please speak to your School/Institute Professional Services teams about their rate of pay to include in your budget, and future recruitment/payment.
- **Part-time Queen Mary employees** - for staff members who have part-time contracts and inflexible working hours/patterns (which means taking part in the Festival will be in addition to your usual working hours). We encourage you to talk to your Line Manager/School Manager to cost in your time into this application.
- **Volunteer travel expenses**<sup>1</sup>.
- **Activity materials and consumables** - anything you need to develop and run your activity.
- **Decorations** – to make your activity area look eye-catching and welcoming for visitors. E.g. tablecloths, signage, posters, labels, bunting etc. This doesn't need to be branded and expensive - the most eye-catching areas are often home-made!
- **Printing** – please use the CopyShop based on the QM Mile End campus for the best value for money.
- **Specialist equipment** (hiring or purchasing of equipment that cannot be provided or supplied elsewhere at Queen Mary).

If successful, internal funding transfers will be made through your School/Institute Managers in May 2024.

This round is competitive, and we are not able to fund all applications we receive. One of the criteria the funding panel will be assessing is value for money, so please only apply for what you need to enable more activities to feature at the Festival.

As a recipient of funding, post-festival we will be asking for people to reflect on their activities and engagement by participating in a group meeting, structured interview, writing a blog post or other opportunity.

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<sup>1</sup> For the purposes of this funding scheme, volunteers are those outside of the university who are giving up their time to support delivery of a Festival activity. For example, you could have support from patient representatives to talk about your research.

All funds will need to be spent on the activity described for the Festival of Communities, and all spend should be complete and reconciled with your School/Institute departments by 28<sup>th</sup> June 2024 to ensure everything is processed before the end of the Queen Mary financial year in July. Any funds not spent must be returned to the Festival of Communities/Centre for Public Engagement.

### Paying for Queen Mary PhD Student time

We expect **all** PhD students to be paid for their time participating in the Festival of Communities.

The amount of time we are able to cover is outlined below and **will not** come from your £400 activity grant. If you are hoping to have more days of PhD student time, you will be expected to fund this from elsewhere. Please talk to the Centre for Public Engagement if you have any questions about this.

We expect this to be a competitive scheme. Please explore if you have budgets within your School/Institute and/or research grants which can cover the payment of PhD students supporting your activity.

You will be asked about this on your pitch to apply. You can plan your responses in the Festival of Communities Activity Call questions document found [online](#). **You do not need to include the costs for PhD student time into a Festival grant - this will be handled by the Festival team separately.**

You can request funding for 2 days of PhD student time per day you are delivering an activity at the Festival, which means that you can request Festival funding for up to two PhD students to support you on the Saturday at the Festival.

If you are a PhD student acting as activity lead, we will fund an additional day of preparation time. Your time spent delivering during the festival weekend will come from the days mentioned above. This funding is not available to undergraduate or masters students, as their participation is usually linked to their course or voluntary student groups and societies.

Scenarios are provided below:

Scenario	Maximum number of days of PhD student time that will be funded by the Festival	Breakdown
An activity taking place on Saturday, organised by a member of staff	2	<ul style="list-style-type: none"> <li>• 2 PhD students to support on the Saturday</li> </ul>
An activity taking place on Saturday, organised by a PhD student C	3	<ul style="list-style-type: none"> <li>• 1 day of PhD student C's time for prep</li> <li>• 1 day of PhD student C's time for delivery</li> <li>• 1 day of an additional PhD student's time to support delivery.</li> </ul>

**Please note:** International students often have visa conditions which limit the number of hours they can work each week. Please make sure you discuss this with any students you are recruiting to support your activity, particularly if they have other roles inside or outside the university.

### Pitch Funding Questions

1. **Please tell us what you hope to achieve from participating in the Festival. This could be for you, your team, your research/teaching/work and for our local communities.**

For example, this could include developing specific skills of your team, a new/different engagement experience, an opportunity to engage with new local audiences, gaining insight from residents about your work etc.

2. **Beyond the number of engagements, how will you know if the activity is a success?**

There will be various evaluation activities on the Saturday which will gather data for the Centre for Public Engagement to evaluate the Festival as a whole. We don't have capacity to gather data for specific activities, so plan how you will know if your activity has been a success and if you have met your aims for taking part, when designing your activity. In the most successful activities, evaluation will be integrated and interactive.

If you are unsure about this, the [Evaluation Toolkit](#) can help you with determining suitable methods of evaluation, and evaluation will also be covered at the '[How to design a Festival of Communities activity](#)' workshop.

3. **Amount requested:**

You can apply for a maximum of £400.

We are unable to fund any activity for more than this.

Please only apply for what you need - this will enable us to fund more exciting activities to take part!

4. **Breakdown of the costing:**

Please provide as much detail here as possible. See guidance above on what we are able to fund, and if you have any questions please get in touch with the [Festival team](#).

One of the ways applications will be assessed is how they demonstrate value for money, so please only ask for what you need.