

## Festival of Communities funding guidance – Queen Mary

The Festival of Communities funding scheme is designed to support and enable Queen Mary engagement activities to feature at the Festival of Communities 2023. Funding of up to £500 per Queen Mary project is available to create new or adapt existing engagement activities.

Applications are now open for Queen Mary students and staff (Academics, researchers, technical support staff, professional services staff, student groups and societies, and PhD students) to apply for up to £500.

Costs can include:

- Queen Mary PhD students - to deliver and support activities over the festival weekend. Please see section below on this. These requests will sit outside of the Festival grant scheme, so you won't need to include these costs in the £500 Festival grant breakdown.
- Queen Mary student ambassadors – to support the delivery of your activities over the festival weekend. 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.
- 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. table cloths, 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.
- Specialist equipment (hiring or purchasing of equipment that cannot be provided or supplied elsewhere at Queen Mary).

The deadline for funding applications is the end of day on Thursday 30<sup>th</sup> March, and applicants will be informed by the end of day on 21<sup>st</sup> April if they have been successful.

If successful, internal funding transfers will be made through your School/Institute Managers in May 2023.

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.

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 30<sup>th</sup> June 2023 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

The Festival has some funding to pay PhD students delivering activities at the Festival of Communities.

The Festival has a small budget to enable these payments, but we aren't going to be able to fund everyone. 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 this document [LINK]. 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.

For each day of the Festival you are participating in, you can request Festival funding for up to two PhD students. This means that for an activity taking place on both days, you are able to request up to 4 days of student time. This could be two students working on both days, or 4 different students working across the weekend.

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.

### 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 over the two days 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 [LINK:

<https://FestivalofCommunitiesworkshop.eventbrite.co.uk>]

- 3. Amount requested:**

You can apply for a maximum of £500.

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.