



**Centre for Public Engagement (CPE)  
Small Grants Funding Round  
Application Guidance and Conditions**

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## Overview

The CPE Small Grants are a monthly scheme funded from the Higher Education Innovation Fund (allocated to the university by Research England) to support the development and delivery of knowledge-exchange interactions between higher education and the wider world.

The scheme has three categories of award available:

- Public Engagement
- Patient and Public Involvement (PPI)
- Community Engagement

These schemes have differing criteria and differing levels of funding available (either up to £500 or up to £1000) allocated from a monthly funding round of £2000. All applications will be subject to a panel review (see [Funding Process subsection](#)) and will be judged against the application criteria outlined in this document (see [Application Criteria subsection](#)).

We recommend that individuals who are considering applying to the scheme familiarise themselves with Guidance Documentation and seek appropriate support from the CPE (see [Support for Applicants subsection](#)) before submitting their project proposal.

## Application Criteria

There are different sets of core application criteria according to which category of the Small Grant you decide to apply for. If you are unsure as to which scheme your project would be best suited for, or whether your project meets the below criteria, you can contact the CPE to discuss ([publicengagement@qmul.ac.uk](mailto:publicengagement@qmul.ac.uk)) or book a slot at one of the forthcoming advice surgeries.

### Public Engagement

All applications to the Public Engagement category **must** meet the following criteria:

- A **well-defined public audience is the main focus of the activity**: this means students, academic colleagues, or industry collaborators should not be the primary beneficiary of the activity)
- There is a **clear link to research, teaching or the core business of Queen Mary University of London**
- The activity **clearly demonstrates two-way public engagement and provides mutual benefit**: knowledge and benefits of the activity flow between organisers and participants and have impacts on both parties

Further to the above criteria, the scheme prioritises activity which:

- Is an example of a **new or innovative approach** to engaging a particular public group with Queen Mary. This may be new approaches within higher education or a new approach to engagement within your current discipline.
- Focuses on engaging with a **new audience**
- **Evaluates public engagement activity** and/or **demonstrates a novel approach to evaluation** of the project
- Can make a clear difference either by **enabling the applicants to try out new ideas and approaches**, or by **kick-starting a longer term engagement project**.

### Patient and Public Involvement Grants

All applications to the PPI category **must** meet the following criteria:

- A **well-defined public audience is the main focus of the activity**: either patients, service-users, or members of the public
- There is a **clear link to health related research, teaching or the core business of Queen Mary University of London**
- The activity **clearly demonstrates two-way public engagement that provides mutual benefit and/or engagement-led research**: knowledge and benefits of the activity flow between organisers and participants and have impacts on both parties

## Community Engagement Grants

All applications to the Community Engagement category **must** meet the following criteria:

- There is a clear commitment to collaborate with community organisations to shape and deliver the activities
- The projects are based on a need (or needs) identified by the local community
- There is **an opportunity to engage and involve the local community with research, teaching or the core business of Queen Mary University of London**
- The activity **clearly demonstrates two-way public engagement that provides mutual benefit:** knowledge and benefits of the activity flow between organisers and participants and have impacts on both parties.

## Applicant Eligibility

Applicants must be **current staff or students at Queen Mary**, with an end date no sooner than twelve months from the date of application. We welcome applications from staff and students at **all career stages**—and this is not used as a criteria in the selection process.

Lead applicants must be the individuals who will be responsible for delivering the project and subsequent reporting. External applicants are able to apply to the scheme as named co-applicants if collaborating with QM staff or students on a project. However to assure that applications engage external publics with Queen Mary research, teaching, or services, the main applicant must be based at QM and these individuals will be held responsible for delivery and reporting.

## Activity Timings

**All activities must be able to spend the funds before the end of the current financial year, which is July 31<sup>st</sup>.**

Due to the processes involved with the scheme, it may take up to three weeks for applications to receive outcome information. If your activity starts within a month of the application deadline (15<sup>th</sup> monthly) it will not be eligible for funding. We strongly recommend applying with at least three months' notice ahead of any proposed activity commencing.

Additionally the round will not fund activity which would happen without funding from the CPE. If the project, or aspect of the project that funding is requested for, has already been advertised or has already taken place, we are unable to fund the project as it will be judged to be going ahead without CPE funding.

## Additional Considerations for Applications

### (a) Staffing Costs

Academic staff costs cannot be included in applications to the Small Grant Scheme.

Student costs can be included into applications to the Small Grant Scheme. We strongly encourage that student time is reimbursed appropriately.

Internal staff costs for special services related to the event such as out of hours charges or AV support necessary to deliver the project may be included.

If you are working with external partner(s), we encourage that their time and participation is reimbursed appropriately. These costs can be included into applications to the scheme.

### **(b) External Speakers and Facilitators**

The Small Grants are intended to engage non-academic groups with QM outputs. If the activity is inviting an external speaker or facilitator it must be clearly justified why they have been selected instead of a Queen Mary representative, and how publics will still be engaged with QM research.

Examples of where funding may be granted includes where relevant external representatives from outside higher education feature alongside QM staff and/or students.

The Small Grants will not fund honoraria for speakers from higher education.

### **(c) Catering**

The Small Grants Funding Round can support catering costs when this is integral to supporting engagement. If catering is not seen as integral to facilitating engagement, it will not be funded.

Applications requesting any funds for catering must demonstrate clearly how this will improve the quality of engagement, and why it is necessary and appropriate for the activity and the target audience.

Applications that design catering into activity in a way that encourages and deepens engagement as part of the project will have a stronger chance (for example the inclusion of facilitated coffee breaks to encourage discussion).

### **(d) Conferences**

It is an important part of the remit of the small award scheme that a non-academic audience is the main focus of the activity to be funded. Therefore projects and activities associated with academic conferences (or similar activities) should clearly explain why this is an appropriate platform for the intended audience and show how this activity will do one or more of the following:

- Attract a significant portion of its audience from non-academic backgrounds
- Encourage two-way dialogue between academics and non-academic participants through the design of activities
- Offer significant demonstrable value to the non-academic proportion of the audience in this format

If the activity is associated with a fee-paying conference, the applicant should show clearly why the conference fees cannot cover this portion of activity.

## Support for Applicants

The CPE offers a number of mechanisms to support individuals who wish to apply to the Small Grants. From previous Small Grant funding rounds it has been shown that projects that have sought support from the CPE in the development of applications were more successful at panel review and more likely to secure funding

### **(a) Advice Surgeries**

The CPE run fortnightly public engagement surgeries where you can book a 30-minute slot with the team for some 1-2-1 support on Small Grant projects. The team will be able to help refine, shape, and strengthen proposals, as well as discussing practical considerations for project delivery.

If you'd like to attend an Advice Surgery, check the forthcoming dates here on the CPE website and then email [publicengagement@qmul.ac.uk](mailto:publicengagement@qmul.ac.uk) with your preferred date and the team will confirm availability.

### **(b) Application Review**

As they are not involved with the panel review, the CPE are able to read and give advice on applications to the Small Grants ahead of their submission.

If you would like the team to read your submission, email [publicengagement@qmul.ac.uk](mailto:publicengagement@qmul.ac.uk) with the proposal attached. You must submit this to the team at least one week ahead of the funding deadline.

## The Funding Process

**Applicants can apply for a maximum of £1,000 funding for their project.** This is allocated competitively from a monthly funding round, in which total allocated pot of £2,000 is available for projects.

The deadline for each funding round is the **15<sup>th</sup> of each month**, excluding June through to August. Your application will be considered following the closest upcoming deadline.

### Panel Review

Each application received will have a panel review to determine the outcome. The panel is drawn from a number of individuals with public engagement experience, with representatives from each Faculty and a mixture of academic and professional service staff. Each application will be reviewed by at least three members of the panel who will judge applications either as successful, unsuccessful, or will permit a project to reapply with changes.

All applications will receive feedback from the panel within three weeks of the application deadline.

#### (a) Successful Projects

Successful projects will receive confirmation of the award of funding once panel reviews are completed. If a project is successful, funds will be transferred to the nominated budget code by the next month end via an internal transfer.

All projects receiving funding will be subject to the funding conditions outlined below ([see Funding Conditions section](#)).

#### (b) Unsuccessful Projects

All unsuccessful projects will receive feedback from the panel about why their project was not funded.

It is not possible to reapply to the scheme with the same project after receiving an unsuccessful outcome. Reapplications are only possible for those who have been explicitly told so. Applicants can apply to the scheme again with a project that is materially different from the unsuccessful one.

#### (c) Re-applications

In some cases, applicants may be invited to reapply to the scheme by the panel. This is often because the panel believes there is merit to the proposed project, but it requires further development. In these instances, you will be required to visit a public engagement surgery and/or discuss this project further with the CPE before resubmitting to the scheme.

**Reapplications for previously unfunded projects are only possible for those that have been told explicitly so.**

## Multiple Applications

The small grants round is intended to initiate projects that have the potential to become self-sustaining or used as a pilot to then apply for further funds, rather than to continually sustain individual projects. This means that an applicant that has previously received small award funding may only reapply with a substantially different project to that previously applied for.

The only exception to this is in the event of unexpected project results from the original funded activity that would reach to different audiences, substantially increase project outcomes, or create different project outcomes from similar activity. In these incidences, it may be possible to reapply for further funding but this must be discussed with one of the CPE Team prior to submission.

If a project is returned unsuccessful the applicant may not reapply with the same project, but can with one materially different.

## Conditions of Funding

All successful applications must adhere to the Small Grants Round conditions of funding and reporting requirements below:

- The **funds provided must only be used to fund the project as described** in the initial application.
- Any **deviation in spend from that set out in the initial allocation must be submitted in writing to the Centre for Public Engagement for approval**. Permission will not be unreasonably withheld, unless the changes in spend would significantly alter the outcomes or process of the project.
- **Spend must follow the correct procurement procedure for the college** and be within the guidelines laid out in the hospitality and travel expenses policy (i.e. the correct procedures for your institute/department must be followed when buying goods or services). If you have not procured goods or services through University processes before we recommend contacting your Finance contact to discuss and secure the necessary training.
- **Spend must be complete by the end of the current academic year (on the soonest July 31<sup>st</sup> following the award)**, this is a requirement of HEIF spending.
- The **Queen Mary logo must be used in any publicity material or resources** produced relating to the project.
- **Progress and final reports must be submitted as requested by the CPE**. A final report must be submitted to the CPE within 6 months of the initial funding or by July 31<sup>st</sup> 2020— whichever is sooner to project funding receipt (see below for further details).
- **All projects must submit one reflective blog post for the CPE's 'Engage Blog'** to share good practice and learning from their work with others.

### (a) Reporting Requirements

**The reporting process is intended to be light-touch, consisting of one final report of no more than two pages to be provided within six months of the funding result or by 31<sup>st</sup> July 2020** (whichever is soonest). The report template will be sent alongside the confirmation email and then again at the 6 month period.

Where projects are ongoing at the 6 month stage we will require an interim progress check via email (no more than 500 words), followed by the final report submission by 31<sup>st</sup> July 2020.

In addition, we require all successful projects to share good practice and learning from their work in the form of a reflective blog post (minimum 300 words) that can be shared on the CPE's 'Engage Blog'. These blog posts aim to tell the stories of your experience working on the projects--highlighting good practice and sharing learning. You can read previous [blog posts on our website](#) and a prompt list will be provided to help you write these pieces.