The Centre for Public Engagement Small Grants Funding Panel

Terms of Reference

The CPE Small Grants are a monthly scheme developed to enable Queen Mary staff and students the opportunity to deliver small-scale projects that engage the public with University research, teaching, or core business. The Small Grants have 3 sub-classifications:

- Public engagement (PE)
- Patient and Public Involvement (PPI): Specifically supports projects that have a clear link to health related research—including engagement led research.
- Community Engagement (CE): Specifically supports projects that are based on needs identified by the local community and have a clear commitment to collaborating with community organisations to shape/deliver activities

The scheme supports projects that clearly demonstrate two-way engagement that provides mutual benefit. Projects can apply for up to £500 (CE, PPI amount TBC) or £1,000 (PE) to support their project.

Purpose of the Panel: Representatives on the Small Grants Funding Panel will be responsible for reviewing applications submitted to the 'Public Engagement', 'Patient and Public Involvement', or 'Community Engagement' strand of the Small Grants scheme, and providing funding decisions for projects.

Panel Frequency: Monthly (excluding June-August)

Panel Format: Remote panel—conducted via the submission of the Panel Review Document

Panel Responsibilities: To read all the applications to the Small Grant Round for the month, provide a score and any comments ahead of the deadline set by the CPE (usually within 10 days).

Panel Membership for Public Engagement Strand:

- Director, Centre for Public Engagement- CHAIR
- Representative from HSS
- Representative from S&E
- Representative from FMD* (*the representative from FMD will additionally be invited to sit on the PPI strand)
- Previous Small Grant Recipient

Panel Membership for Patient and Public Involvement Strand:

- Director, Centre for Public Engagement- CHAIR
- Representative from FMD
- Representative from Barts Engagement and Diffusion Team
- Representative from Patient Groups (x2)
Panel Membership for Community Engagement Strand:

- Director, Centre for Public Engagement - **CHAIR**
- Community Engagement Officer, Centre for Public Engagement
- Representative from QM Student Union Volunteering
- Representative from Community Groups (x2)

**Term for Panel:** Scheme and panel reviewed annually, with a set-term of two years for panel members.

**Accountability:** The panel members will be expected to liaise with the CPE’s Public Engagement Officer for this scheme

**Panel Review Process:**

1. **Applicant submits relevant paperwork to CPE Funding Scheme by 15 of the month**
2. **Public Engagement Officer reviews, organises and sends the relevant documentation for the Funding Panel**
3. **Applications are reviewed by Funding Panel Members**
4. **Decisions from Funding Panel members are returned to Public Engagement Officer within 10 days of receipt**
5. **Applicants and Panel Members are notified of funding outcome by Public Engagement Officer**

Each application submitted to a CPE Funding Scheme will be assessed by at least three members of a Funding Panel who will provide their final funding decisions. If there is a lack of consensus on final funding decisions by the panel, all information will be passed to the Funding Panel Chair for an executive decision.

**Time Commitment:** We expect each Funding Panel to take 1-2 hours per month.