2016 COMMUNITY ENGAGEMENT GRANTS SCHEME GUIDELINES

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Contact
Applicants should direct all enquiries to the Community Engagement Team within the Advancement Division

Dr Melissa Thompson
Community Engagement Manager
Advancement Division, University of Wollongong
P: 02 4221 3110
E: community@uow.edu.au
W: http://www.uow.edu.au/about/community/cegs
Definitions

**Impacts:** is the fundamental intended and unintended change that occurs as a result of a project. Impact can be understood as the sum of the outcomes. Impacts are typically observed/measured over a longer time scale and relates to your overall aim.

**Outputs:** are the direct products of project activities, for example, publications, DVD resources and webinar series. Outputs are typically observed/measured in the short-term.

**Outcomes:** are the changes that a project aims to make, and go beyond direct outputs that result from project activities.

**Community Partners:** for the purpose of this grants scheme, a community partner includes individuals and not for profit groups, registered charities, citizen groups, private sector organisation and public institution employees.
1. Introduction

The Community Engagement Grants Scheme (CEGS) was established in 2005, with over $480,000 awarded to 59 projects over the ten year period. This Scheme provides support for University of Wollongong (UOW) staff to build strong community engagement in programs.

CEGS provides funding for the communities UOW serves to connect with its staff and students for educational, research or outreach projects. Applications must seek to enhance the University’s engagement with the community, building an understanding of what the University can provide around the learning experience and research, and schools engagement.

To meet the eligibility criteria a UOW staff or student must lead the project in collaboration with a community group or organisation, and be supported by the relevant Head of Faculty, Unit or Division. UOW strives to enable projects that have the capacity to develop self-sustainability.

Projects are to be completed within a 12 month period. Up to $50,000 will be allocated each year to the Scheme with a maximum of $10,000 to be allocated per project.

1.1 Submission Details

- Applicants are required to submit an application via the application form for their project to the Advancement Division by 4:00pm, 3 August 2016.

- Submissions will only be accepted via the application form. Submissions must include a statement of support from the community partner and head of division/unit or Executive Dean along with the budget template. Applications will not be accepted without the statements of support.

- Selected applicants will be shortlisted and may be invited to provide additional information to support their application to the CEGS Selection Panel if required.

- Successful applicants will be announced at a presentation event in October 2016. Once a decision has been reached, no further correspondence will be entered into.

1.2 Alignment with UOW strategic priorities

CEGS is designed to encourage new initiatives and should not be viewed as a supplementary funding source for existing projects requiring additional or ongoing funding or as a ‘second chance’ source of funding for heavily research-based projects. Generally speaking, one-off events will not be funded.

CEGS funding is extremely competitive and will be awarded to projects that align with UOW’s 2016-2020 Strategic Plan. Applicants will need to identify in their application how the project supports relevant Goals in the UOW Strategic Plan 2016-
2020, including:

- **Goal 4:** “Celebrating Partnerships: Enhancing Reputation. Engage with our networks of academic, business and community partners to ensure that the contributions of our students and researchers are effectively disseminated and have an impact at global and regional levels.” Specifically the priority areas in Goal 4.6: “Value the mutual benefit of engaging with our communities and create enthusiasm in our students and staff to serve our society.”

- **Goal 6:** “Making a Difference: Valuing the Role of Higher Education in Society. Create an environment where our staff, students and stakeholders can explore new ideas and technologies, and their uptake and impact on social and economic wellbeing.” Under Goal 6.1, we will: “Create pathways for our research and scholarship to have beneficial impacts on the broader community by establishing more partnerships, collaborations and interactions with industry, government and community organisations, locally and globally.”

Applicants may also like to consider whether the project supports any of the additional goals of UOW. Please refer to UOW Strategic Plan 2016-2020 on the University website.

### 2. Funding and Reporting

#### 2.1 Level and Period of Funding

In 2016, a total of $50,000 has been allocated for CEGS funded projects. The maximum funding available for any one project is $10,000.

Applicants are required to outline as accurately as possible, costs of major components of the project and justify each element requiring funding. If the project will be receiving other funding or in-kind support to date (including from external sources/partner(s)/faculty) applicants need to identify the value and sources of support. In general, funds may not be used for major equipment purchases or to buy out teaching time.

Funds will be made available to successful applicants by Monday 7 November 2016 with projects due for completion 1 November 2017. A Progress Report expected by 28 April 2017 and a Final Report to be complete by 15 December 2017. Templates for these reports will be sent out from Community Engagement after the Conditions of Grant form has been completed.

Grant funds that have not been expended within this 12 month period will be returned to the Advancement Division.
3. Selection and Approval Process

3.1 Eligibility

Applicants must also meet the below criteria to apply for funding:

- Be a current, permanent (academic or professional services) staff member of UOW (including its controlled entities) or a current student enrolled in a UOW degree;
- The applicant needs to have identified a committed community partner/s who will be collaborating on the project. A statement of support is a mandatory section of the Application Form. Please see ‘community partner’ definition for clarification; and
- The project must be supported by the relevant faculty/division/unit; a mandatory part of the application is a statement of support which specifies the level of support from head of division, faculty or unit and the community group. This might include support through academic or professional staff time, endorsement of the project, or an actual financial contribution.

3.2 Assessment Criteria

Each application will be assessed on how it meets the assessment criteria below.

Part One - Identified Need

a. Is the project based on an identified need? How was this need identified?
b. How will your project engage community partners in the learning experience and/or research at UOW to create community benefit? (Note: If the project involves research, it is important to demonstrate how community partners will be involved in the design and implementation of the project and will benefit directly from the research outcomes (that is, the project is about research with the community, not merely for the community).
c. How will the project advance and champion social, cultural, environmental and economic change in our communities? How will this project align with goals in UOW’s Strategic Plan 2016-2020?
d. The UOW 2016-2020 Strategic Plan has a strong focus on collaborating with our communities, for example, goals 4 and 6 encourage us to engage with our communities and make a difference. How will the project align with at least one of the following goals?
e. How will the project align with additional goals listed in UOW’s Strategic Plan 2016-2020?
f. (tick all that apply):

**Goal 1:** Addressing Regional, National and International Needs: Setting Priorities and Focus - Align our outstanding academic community and graduates with national priorities, opportunities arising from our global relationships and initiatives supported by

**Goal 2:** Providing an Exceptional Learning and Student Experience: Maximising Success - Deliver student-centered, intellectually challenging programs to the
highest standard in technology-rich and immersive environments, and develop students for their roles in society and a global workplace.

**Goal 3:** Transforming the Workplace: Investing in our Staff and Physical Environment - Continuously improve the standing of the University by rewarding initiative, creativity and performance of all our staff in environments featuring modern processes and outstanding infrastructure.

**Goal 4:** Celebrating Partnerships: Enhancing Reputation - Engage with our networks of academic, business and community partners to ensure that the contributions of our students and researchers are effectively disseminated and have an impact at global and regional levels.

**Goal 5:** Sustaining a World Class University: Embracing Change and Opportunity - Maximise our capacity to deliver our mission by seeking out opportunity and continuing to invest and transform the University through growth, better processes and enhanced built environments.

**Goal 6:** Making a Difference: Valuing the Role of Higher Education in Society - Create an environment where our staff, students and stakeholders can explore new ideas and technologies, and their uptake and impact on social and economic wellbeing.

### Part Two - Sustainable Outcomes

a. What is the capacity of the project to sustain mutually beneficial outcomes beyond the funding period? E.g. is it a resource which can be used with different groups?

b. How will the project develop the University’s knowledge and capacity to engage in the long term? E.g. will the learning be embedded into ongoing policies, plans, work program and staff capacity of the applicant’s and/or other areas?

How will you measure your (short term and long term) outcomes? E.g. Survey, list of desired outputs and use of created resources.

### Part Three - Capacity of Partnership/Team

a. To what degree can members of the team demonstrate that they have the capacity (knowledge/ skills/ resources) to achieve the project scope and timeframes, as specified and with demonstrated, measurable outcomes?

b. What strategies are planned to ensure that the project is effectively managed?

### 3.3 Conditions of Grant

The 2016 Conditions of Grant form must be completed and signed by the CEGS project leaders funded in 2016. This will be emailed to successful project leaders.

A signed copy of the Conditions of Grant form is required to be completed by successful applicants prior to release of funding. Research which involves human or animal research must be carried out in accordance with the guidelines laid down in either the:
1. *National Statement on Ethical Conduct in Research Involving Humans (2007 revision)*; or
2. *Australian code for the care and use of animals for scientific purposes (8th Edition 2013)*


### 3.4 Reporting Requirements

Successful applicants will be required to communicate with the Advancement Division regarding progress and completion of the project. Each Project Leader is responsible for the delivery of the project, proper use of project funds, and monitoring and evaluating the project, including key reporting:

- Progress Report; due by 28 April 2017; and
- Final Project Report; this comprehensive project report is due by 15 December 2017. The final report will address how the project has delivered against the stated assessment criteria, outcomes and outputs.

### 4. Further Information

For further information please contact:

**Dr Melissa Thompson**
Community Engagement Manager
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