Contact
Applicants should direct all enquiries to the Community Engagement Team within the Office of Advancement.

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Definitions

**CEGS:** refers to the Community Engagement Grants Scheme

**UOW:** refers to the University of Wollongong

**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, registered charities, citizen groups, private sector organisation and public institution employees.
1. INTRODUCTION
The Community Engagement Grants Scheme (CEGS) provides funding to UOW staff and students for educational, research or outreach projects that partner with Community organisations’ and groups. Established in 2005, over $400 000 has been awarded to 50 projects.

Members of the University community are invited to apply for CEGS funding in 2014. Applications are sought for projects that enhance the University’s engagement with the communities it serves, and builds community understanding of what the University can provide around the learning experience and research, and schools engagement.

UOW staff and students can apply for funding for projects which are to be completed within a 12 month period.

Up to $50,000 will be allocated under CEGS - Round 9 for projects commencing in 2014 with a maximum of $10,000 to be allocated per project.

1.1. Submission Details
- Applicants are required to submit an application via the online application form for their project to the Office of Advancement prior to 5pm, 8 August 2014.

- Approved form of submission; submissions will only be accepted via the online application form. A statement of support from the community partner, head of department/unit or Executive Dean must be uploaded to the online form along with the budget template when completing the application. Applications will not be accepted without the statement 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 the Presentation Breakfast in October 2014. Once a decision has been reached, no further correspondence will be entered into.

1.2. Alignment with Office of Advancement and 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.

Applicants will need to provide a supporting statement to identify how the project supports Goal 3: “Connecting Communities; Integrate teaching, research and community and business linkages at global and regional level to enhance our research base and our contribution to student and community development,” and specifically the priority areas in Goal 3.3:
- Social;
- Cultural;
- Environmental; and
- Economic Development.
CEGS funding is extremely competitive and will be awarded to projects that align with UOW’s 2013-2018 Strategic Plan. Applicants may also like to consider whether the project supports any of the additional goals of UOW. The goals have been listed below for your reference.

<table>
<thead>
<tr>
<th>Goal</th>
<th>Title</th>
<th>Description</th>
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<tbody>
<tr>
<td>Goal 1</td>
<td>Research &amp; Impact</td>
<td>Build an outstanding research community that values emerging researchers and supports research-active staff to achieve the highest quality results and disseminate their benefits to user communities.</td>
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<tr>
<td>Goal 2</td>
<td>Learning &amp; the Student Experience</td>
<td>Deliver student-centred, challenging programs to the highest standards in a technology-rich learning environment that attracts high quality students and develops all students for their graduate roles in society and the global workplace.</td>
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<tr>
<td>Goal 3</td>
<td>Connecting Communities</td>
<td>Integrate teaching, research, and community and business linkages at global and regional level to enhance our research base and our contribution to student and community development.</td>
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<tr>
<td>Goal 4</td>
<td>Staff &amp; Culture</td>
<td>Foster a culture of continuous improvement by rewarding initiative, creativity and performance in an environment which develops staff and encourages the highest quality standards.</td>
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<tr>
<td>Goal 5</td>
<td>Sustaining a Vibrant University</td>
<td>Ensure our capacity to deliver our mission by continuing to transform and modernise systems, business processes and the built environment.</td>
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<tr>
<td>Goal 6</td>
<td>Change &amp; Transformation</td>
<td>Drive the standing and global recognition of UOW and its qualities through selective investments in strategic initiatives and by engaging with key supporters to deliver our long-term vision.</td>
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2. FUNDING

2.1. Level and Period of Funding

In 2014, 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 or in kind support) 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 October 2014 with projects due for completion October 2015 and a final report expected to be complete by November 2015.

The project must be completed within a 12 month period commencing from the receipt of the Grant into the recipients account. Grant funds that have not been expended with this 12 month period must be refunded to the Office of Advancement within 14 days.
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 staff member 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;
- The project must be supported by the relevant Unit/Faculty; a mandatory section of the Application Form is a statement of support which specifies the level of Faculty support. 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 three assessment criteria below.

1. Identified Need

1.1. Is the project based on an identified need? How was this need identified?
1.2. How will the project engage community partners in the learning experience and/or research at UOW to create a 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).
1.3. How will the project align with the identified community priorities under Goal 3.3 ‘play an active role in advancing, championing social, cultural, environmental and economic developments in our regional communities’?
1.4. How will the project align with additional goals listed in UOW’s Strategic Plan 2013-2018?

2. Sustainable Outcomes

2.1. 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?
2.2. 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?
2.3. How will you measure your (short term and long term) outcomes? E.g. Survey, list of desired outputs and use of created resources.

3. Capacity of Partnership/Team

3.1. 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?
3.2. What strategies are planned to ensure that the project is effectively managed?
3.3. Conditions of Grant

The 2014 Conditions of Grant form must be completed and signed by the CEGS project leaders funded in 2014. 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 National Statement on Ethical Conduct in Research Involving Humans or the NHMRC Australian Code of Practice for the Care and Use of Animals for Scientific Purposes (7th Edition 2004) in accordance with University of Wollongong policy.

For further information please see http://www.uow.edu.au/research/ethics/index.html

3.4 Reporting Requirements

Successful applicants will be required to communicate with the Office of Advancement regarding progress and completion of the project, including:

- Progress Report; due by mid-point of the project timeline;
- Final Project Report; this comprehensive project report is due in November 2015 (final date to be confirmed). 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:

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