



# Community Engagement Grants Scheme - 2009

## *Guidelines*

### ***Introduction***

Members of the University community are invited to apply for the 2009 Community Engagement Grants Scheme (CEGS). 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. 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 5 for projects commencing in 2009 with a maximum of \$10,000 to be allocated per project.

The CEGS is designed to encourage new initiatives and should not be viewed as a 'rescue' for existing projects suffering funding problems nor as a 'second chance' source of funding for heavily research-based projects. Generally speaking, one-off events will not be funded.

### ***Eligibility***

Open to students enrolled in a University of Wollongong degree and to permanent staff of the University (including its controlled entities).

### ***Selection Criteria***

Funding is competitive and will be awarded to those projects which best meet the following criteria:

- The project reflects the University core values
- The project is aligned with the University's strategic directions as defined in the [University's Strategic Plan 2008-10](#)
- The project involves the application of UOW's research, scholarship or professional skills to impact directly on the wider community (that is, it provides a tangible community benefit)
- The project has clearly defined, specific and measurable outcomes
- The project is supported by the faculty/unit
- The project involves a partnership with the community (that is, community stakeholders are actively involved in the project).

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).

Project outcomes will be assessed in terms of the following criteria:

- significance (are outcomes likely to impact widely?)
- sustainability (are outcomes likely to last well beyond the funding period?)
- immediacy (are the outcomes likely to have an impact sooner rather than later?).



### ***Submission Details***

1. Applicants are required to submit a two page summary of their project to the Office of Community & Partnerships by 8 May 2009
2. Selected applicants will then be invited to submit a full application on the required form by 26 June 2009
3. Successful applicants will be notified by early August 2009. Unsuccessful applicants will be notified as soon as possible. Once a decision has been reached, no further correspondence will be entered into.

### ***Conditions***

The following conditions apply to approved applications:

- Projects are to be completed within a 12 month period with a progress report to be provided after six months and a full report upon completion
- In general, funds cannot be used for major equipment purchases or to buy out teaching
- Project leaders are required to liaise regularly with the Office of Community and Partnership to assist the effective promotion of the project
- Upon completion of the project, a brief report outlining the outcomes of the project and applicability to other areas is required. The report will also need to be signed by your Head of unit
- The University reserves the right to terminate any agreements that fail to meet agreed commitments or which are improperly executed
- Prior approval must be sought before significant changes are made to approved projects or if difficulties arise which substantially alter the project
- It is expected that applicants will withdraw an application if budget items requested have been met by other agencies
- It is unlikely that more than one grant will be awarded to a single applicant. However, staff may submit a second application where they are part of a team
- If the project involves human research, a clearance from the UOW Human Research Ethics Committee may be required before the project can commence. Applicants whose project can be characterised as involving human research should obtain advice from the Ethics Officer, Research Services Office, Research and Innovation Division, ext 4457.

### ***Contact for more information***

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