**MVLS IEE Public Engagement Delivery Fund 24/25**

# Fund Details

Open call fund for all MVLS staff and PhD students to support the development and delivery of public engagement with research activities. The fund is intended to provide resource where the applicant cannot source budget from other avenues e.g. research grants or your School.

Before submission, you are welcome to discuss your idea / proposal with the MVLS Engagement Team mvls-engage@glasgow.ac.uk. They can talk you through your ideas, funding criteria etc.

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| **Funder:** | MVLS Innovation, Engagement & Enterprise |
| **Funding type:** | Internal call |
| **Total fund:** | £12,000 |
| **Award range:** | Max £500 |
| **Opening date:** | Funding call opens 24th October 2024 |
| **Closing date:** | Funding call closes 30th June 2025 |
| **Delivery Completion** | Delivery of funded activity must be completed by 30th Nov 2025 |
| **Fund Managed By** | Dr Deborah McNeill, MVLS Engagement Manager & Kerry O’Neil, MVLS Engagement Officer |
| **Application Process** | Rolling call via an online application form  Applications will be informed of the decision within 15 working days |
| **Applicant Eligibility** | * All MVLS staff and PhD students * Students will require a letter of support from their supervisor/s. This will be uploaded as part of the online application * Applications accepted from individuals and research groups * Collaborative applications involving other University of Glasgow staff/students or external partners are welcomed but the lead applicant must be part of MVLS College |
| **Fund Assessment Criteria** | Listed below are some criteria that would be indicative of a strong application. It is not expected that each application would achieve all these criteria.  Applicants should show that their project:   * Will deliver high-quality public engagement with MVLS research. * Can demonstrate a need for this funding to allow the activity to be delivered and does not have other sources of income for the activity * Can realistically be delivered within the proposed costs and time constraints * Has access to or has in place mechanisms to reach an appropriate target audience, i.e., is working with an existing festival or science centre or community group or has its own audience development plan. * Content can be in-person or digital |
| **Eligible Costs** | This funding is specifically for delivery costs such as:   * Materials & consumables * Small equipment items * Modest travel & accommodation costs (as proportion of funding requested) * Modest catering budget if needed for e.g. community audience * Communications & marketing (as proportion of funding requested)   All spend must be in line with the University of Glasgow procurement guidance. University approved suppliers must be used wherever possible. |
| **Non-eligible costs** | The grant cannot be used for the following.   * Staff costs * Staff subsistence * Room-hire * Training courses * Academic research activities * Conference attendance * Organise an academic conference or seminar series * Expenses to deliver a lecture * Overheads |
| **Additional Info on budget** | All attempts should be made to accurately budget at the application stage. Please provide itemised spend against relevant ‘eligible cost’ categories.  After a grant has been agreed, any significant changes must be discussed and agreed with the fund manager.  We want to support as many colleagues as possible with the fund, so please only apply for the known amount required. |
| **Repeat Applications** | Multiple applications are permissible but only after the existing grant has been delivered and reported upon. |
| **T&Cs** | It is the responsibility of the applicant(s) to ensure that all proposed activities are in accordance with all relevant University standards, guidelines and codes of ethics including adopting guidance principles from the Concordat for Engaging the Public with Research.  Applications should ideally be of benefit to groups, rather than to one individual. |
| **Application Review Panel** | The review panel will be the MVLS Engagement team.  A response will be provided within 15 working days of acknowledged receipt of a completed application. |
| **Payments** | The award will be paid into a general funds account of your choosing. Applicants will be required to submit a general fund budget code that they can access as part of the application. If you are a PhD student, please liaise with your supervisor to arrange permission and access to an account. |
| **Grant Requirements** | On completion of the PE activity support applicants will be required to:   * Provide a short report (1 page A4) summarising what was achieved with support of the funding. * Complete the MVLS IEE PE Metrics Table (we will provide a link) * Provide a few images of the event or activity if appropriate, ensuring GDPR compliance. |
| **Application Form** | [MVLS IEE public Engagement Delivery Fund Online Application](https://survey.alchemer.com/s3/8067027/MVLS-IEE-Public-Engagement-Delivery-Fund-24-25)  Accessible versions available as PDFs. |
| **Contact Email** | mvls-engage@glasgow.ac.uk |
| **MVLS Engagement webpages** | [MVLS Public Engagement page with info on the fund and online application form](https://www.gla.ac.uk/colleges/mvls/researchinnovationengagementsupport/publicengagement/mvlsengagementfunding/fundingforpublicengagement/mvlsdeliveryfund/) |

# Application Form

Please apply using the online application form (link above). All questions in the application must be completed. We have provided a copy of the questions below to aid completion of the online form. Please ensure that applications are written for a non-specialist audience. Bullet points are welcome. The form cannot be saved prior to submission.

## Application Details

Project Title

Lead Applicant

Please include Name, Job title / level of study, Email, School

Additional Applicants

Please include Name, Job title / level of study, Email, School

Funding requested (£)

## Project Details

What do you want to do?

Please provide a brief summary of the project suitable for a non-specialist audience.

[500 words]

Why is this funding important?

Please indicate if this project or activity will take place if this application is not funded? Please confirm that you have no other routes to fund your activity e.g. through your research grants or your School’s funding schemes. [100 words]

Who is the primary audience and how will you reach them?

Please tell us which audiences will benefit and what numbers of each audience do you hope to engage? E.g. specialist group, target age for public audiences, target year group for school audience. [200 words]

**Who will be involved in development and delivery of your activity?**

For example, which colleagues, students, external partners. [100 words]

What is the total budget for this project or activity?

Ensure you have reviewed 'Eligible Costs' as outlined in the fund terms and conditions. Please provide a list itemising your spend, using the 'Eligible Costs' categories to guide this.

Please provide a brief timeline for this application.

Include expected start and end dates (after which a report can be produced). Plus any key activity dates you wish those reviewing the application to note. All activities must be completed by 30th Nov 2025.

**Payments**

If you are successful in being awarded a grant, the award will be paid into a general funds account of your choosing.  Please submit a general fund budget code that you can access. If you are a PhD student, please liaise with your supervisor to arrange permission and access to an account.