

# Guidance Notes (4 pages)

## 1. Introduction

Seed funding<sup>1</sup> aims to support the development of new or early partnership working between academic staff at the University of Brighton and local community organisations.<sup>2</sup> Each year we invite new partnerships to make applications for up to £5000 to make their ideas happen. We use seed funding to:

- Increase mutually beneficial relationships between staff and students and local communities
- Encourage and support partnerships to secure longer term funding for knowledge exchange activities that engage in co-production of outputs
- Develop project activity that can provide volunteering opportunities to contribute to the longevity and reach of these projects



These notes outline the criteria of the funding and offer tips and information on how to complete the application form. **The deadline for applications is 8<sup>th</sup> June, 2015.**

### *First things first - Putting a Partnership application together*

To be eligible to make an application, a lead academic and lead community partner must be identified and will submit something together. The idea is that these people and their colleagues co-develop their ideas and co-write the application together.

*If you have a good idea, but are seeking a partner then we can offer you support through our Community Helpdesk. You should contact them as early as possible to have the best chance of linking up with someone in good time ahead of the application deadline.*

**Call: 01273 643004 or email [cupp@brighton.ac.uk](mailto:cupp@brighton.ac.uk)**

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<sup>1</sup> Note that if your proposed project activity is in Hastings, funding is awarded through the Hastings Exchange Seed Fund. If your activity is in Brighton or Eastbourne, funding will be awarded through the On Our Doorsteps programme

<sup>2</sup> We define 'community organisations' as non-profit making, so this could include the local authority for example, but it would exclude funding any activity for commercial purposes. The university has a range of other sources of support for commercial and business ideas and partnerships. More information can be found by contacting Naomi Wilcock on +44(0)1273 643098 or email [businesshelpdesk@brighton.ac.uk](mailto:businesshelpdesk@brighton.ac.uk)

## 2. What will a seed funded project involve?

We expect seed fund applicants to focus their project on a series of activities that build this relationship over a topic of shared interest they will both have (e.g. history). These can include:

- piloting activities
- meetings
- literature reviews
- making new connections
- Identifying volunteers etc...

You also need to think about a plan for activities and who will do what. You will be expected to demonstrate this in the application too.

### *Budget*

As with the content of the application, we expect you to allocate resources in the partnership to reflect time spent on the project from all partners and colleagues. The budget should also be of an appropriate scale for the project and can be used for:

- People's time
- Venue hire/meeting space
- Travel and subsistence
- Printing of materials/publicity
- Training costs

You have the option to give some of this 'in kind' (i.e. contributions to a project in time, goods or services which the fund would otherwise have to pay for), and academic staff have the opportunity (with the agreement of their head of school) to limit the amount of overheads charged on their time. We use a spreadsheet for these calculations which are automatically built in, but a member of the team can go through it with you to check everything adds up.

**\*Please note that £5000 is the standard funding limit, rather than a maximum you should aim for. Your budget should realistically reflect the costs required for the project and we also welcome applications under this limit\***

### 3. Criteria

The application is expected to respond to each of the following six criteria and will be assessed against them by a panel who decide on how to spend the funds.

<b>I) PARTNERSHIP</b>	<ul style="list-style-type: none"> <li>✓ Project is equally driven by university and community partners</li> <li>✓ Learning for all partners is identified</li> </ul>
<b>II) LOCALITY (Brighton, Eastbourne, Hastings)</b>	<ul style="list-style-type: none"> <li>✓ Main project activity will take place in the locality of a University of Brighton campus</li> <li>✓ Academic partner must address how their work can happen in and further develop in that locality</li> </ul>
<b>III) NEED</b>	<ul style="list-style-type: none"> <li>✓ Problem to be solved is clearly owned or seen as important by identifiable community networks, organisations or communities of interest</li> </ul>
<b>IV) MUTUAL BENEFIT</b>	<p>There is evidence in your bid of:</p> <ul style="list-style-type: none"> <li>✓ input from all proposed partners</li> <li>✓ joint working between university and community partners on activities and outputs</li> </ul>
<b>V) LONG TERM PROSPECTS</b>	<ul style="list-style-type: none"> <li>✓ Connection with and/or development of an area of expertise within the university and community organisation and potential to develop a larger knowledge exchange project</li> <li>✓ Evidence of commitment of partners to explore continuation of collaboration beyond initial funding</li> </ul>
<b>VI) VOLUNTEER OPPORTUNITIES</b>	<ul style="list-style-type: none"> <li>✓ Applications should be able to demonstrate volunteer opportunities as part of the delivery of the project work, and/or a clear plan for how volunteer roles will be developed as part of longer term prospects for the work of the partnership</li> </ul>

#### 4. Making an application:

*Key dates 2015*

Making contact	Agreements and sign off	Deadline	Decisions	Project start	Funded period finishes
From February 2015	End of May	8th June	Early July	October	March 2016

- Contact Cupp about your idea and we can give you an application form. We can also support you with making links, partnership development and drafting your application
- The maximum you can apply for is £5000. Awards will not be made over this limit.
- You need to apply in partnership and have a budget and set of activities you plan to do together worked out
- Your application form must also be agreed by the lead partners and the academic partner's Head of School by the application deadline, so ensure enough time for this. It is important that the person signing this off has at least one week to see the bid and understand the proposal and budget adequately
- Successful projects will be expected to start by October 2015 and complete by March 2016

*From experience, we know that finding a partner and working up an application together can take some time to get right. Because of this, last minute applications are not encouraged. You should be in touch with us as soon as you are thinking of applying to the fund so we can offer support and advice ahead of submission.*

#### **Making contact:**

If you have an idea for a project or would like support identifying partners to work with, contact Cupp on 01273 643004 or at [cupp@brighton.ac.uk](mailto:cupp@brighton.ac.uk)

If you want to talk about student volunteering in your proposed project, contact Active Student on 01273 642855 or at [volunteering@brighton.ac.uk](mailto:volunteering@brighton.ac.uk)

Details of projects previously funded can be found on our website:

[www.brighton.ac.uk/cupp](http://www.brighton.ac.uk/cupp)