

The Community Fund – application guidance

We strongly advise that you discuss your application with a member of our team before submitting. The Community Fund team can check that your project is suitable for the fund and can help with your application. Please email communityfund@uwe.ac.uk.

A panel made up of UWE Bristol staff, Students' Union representatives, and community representatives, will assess applications against the following criteria:

1. Partnership

The project is equally driven by university and community partners. Learning for all partners is identified.

2. Benefit to local communities

The project is clearly owned or seen as important by identifiable community networks, organisations or communities of interest.

3. Student engagement

Applications should be able to show how they will engage students in delivery of the project work, and create opportunities that will be attractive and meaningful for students.

4. Student learning and development

Applications should be able to demonstrate how students will learn through engagement in the project, either through links to a relevant curriculum area or development of skills such as teamwork, communication and project management.

5. Long term prospects

Applications should show a connection with and/or development of an area of expertise within the university and community organisation.

Applications should also demonstrate how the project will be sustainable and/or leave a legacy.

6. Value for money

We expect that a project which asks for £3,000 will create opportunities for at least 8-10 UWE students.

Budgeting

You will need to submit a budget as part of the application, which should detail required resources under the following headings:

- Venue hire/meeting space
- Travel and subsistence (including for volunteers)
- Printing of materials/publicity
- Equipment

- Training costs
- Costs incurred by community partner (including people's time)

Your application should also demonstrate how the project is value for money. Are the costs reasonable and proportionate to the potential impact and number of students engaged?

We cannot fund the cost of salaries or time of UWE Bristol staff and students, or consultancy fees, etc.

A reasonable proportion of the budget should be committed to the costs incurred by the community partner, and paid directly to the community partner. This can include people's time working directly for the community partner, recognising that these resources are often a barrier to community organisations participating in partnership projects.

What to do if your application is successful

If your application is successful, the grant will be paid to your nominated account. This may be a UWE Bristol internal cost code, or to the bank account of the community partner.

Frequently, payment of grants is split between UWE Bristol and the community partner as appropriate.

The Community Fund panel may request further information to be provided, or that certain conditions be met, before releasing funds.

Successful applicants will be required to do the following:

- Complete a feedback form and supply photos which can be used to create case studies
- Submit all receipts for all purchases if requested
- Credit the UWE Bristol Fund in any publicity of the project.