# NOTE: THIS IS STEP TWO OF THE APPLICATION PROCESS.

# ALL APPLICATANTS ARE REQUIRED TO COMPLETE STEP ONE BY SUBMITTING A [NOTICE OF INTENT](https://ubc.ca1.qualtrics.com/jfe/form/SV_1RfivMMrY1TN5at) BY SEPT 16, 2020 AND PRIOR TO COMPLETING A FULL APPLICATION.

# CUES Funds Application Form – Explore stream

**Completed Application Forms Packages are due by October 18, 2020.**

CUES Fund – Explore stream supports community-university partners who are building new relationships to help get emerging partnerships and projects off the ground. Please read the guidelines below before completing this application.

**Proposal and Funding Guidelines**

1. This CUES application form is accompanied by a CUES applicant guide. Please refer to the guide as you complete your proposal.
2. The funding amount for Explore stream is up to $15,000 per project (min. $7,500).
3. Funds must go to an authorized co-signing community partner organization.
4. Projects must be co-led by a current UBC faculty, staff or student and community partner for the entire project period.
	1. UBC students who co-sign proposals must also obtain sign-off from a UBC faculty representative.
	2. Each unique partnership may only submit one CUES proposal per year.
5. All CUES funds are designed to support relationship and/or partnership-building activities and outcomes.
	1. CUES funds are not a replacement for other sources of research funding and may not be used to cover the direct costs of research.
	2. CUES funds may not be used to cover administrative or core costs for partner organizations.
6. Approved funding will be dispersed in two (2) allotments:
	1. Initial release of funding (75%) is released when UBC Community Engagement receives a signed **Letter of Agreement** (to be provided upon notification of approval) and a completed invoice from an authorized co-signing community partner organization.
	2. Remaining funding (25%) is released after the interim meeting (see Reporting Requirements in the application guide for more information).
7. CUES projects must begin no more than 60 days after funding approval is granted and may not exceed 18 months from the date of receipt of funding.
	1. Extensions of up to 6 months may be considered on a case by case basis (requests for extensions must be received before the project passes its one-year mark).
8. Approved projects must be completed with all costs accounted for and reporting completed and submitted to UBC Community Engagement no more than 3 months following project completion.

**Application Submission Requirements**

Please ensure you complete all sections in this application. Examples are provided, as needed:

* Section 1: CUES *Explore Fund* Project Proposal (project description up to 2 pages)
* Section 2: CUES Statement of Partnership (1.5 pages)
* Section 3: CUES Project Activities, Outcomes and Impacts (1.5 pages)
* Section 4: CUES Budget (1 page)
* Section 5: Proposal Confirmation and Declaration Page (confirmed/signed)

Please save your application as a PDF using the same file name as was received and upload using the webform (webform link will be provided via email in response to your NOI submission). If you have any questions about this process, please contact us at cues.fund@ubc.ca.

# Section 1: CUES Explore Fund Project Proposal

|  |  |
| --- | --- |
| PROJECT TITLE  |       |
| TIMEFRAME FOR PROPOSED WORK (MM/DD/YYYY) | **Start date:**       **End date:**       |
| AMOUNT OF FUNDING REQUESTED(min $7,500 to max $15,000) |       |
| PRINCIPAL COMMUNITY APPLICANT  | **Community Partner Organization:**      **Main Contact (Name, Title):**      **Phone:**      **Email:**       |
| PRINCIPAL UBC APPLICANT | **Faculty/Office:**      **Main Contact (Name, Title):**      **Phone:**      **Email:**       |
| PLEASE LIST ANY ADDITIONAL PARTNERS |       |
| UBC Faculty Representative *(for UBC student co-applicants only)***Faculty representatives are required to read and review this proposal and sign in the space provided in Section 5 of this application form** | Name:     Faculty/Department:      Title:      Phone:      Email:       |
| **Project Description (up to 2 pages)**In the space provided below consider how your project team will aim to address the folllowing five criteria:* Community Need,
* Community Benefit,
* Reciprocity & Resource Sharing,
* Partnership Viability (Explore stream), and
* Project Feasibility.

For more information about CUES evaluation criteria, please refer to the CUES applicant guide received as part of this application package. In your project description please include the following:1. Project/relationship-building activities and goals
2. Community needs and priorities to address
3. Approaches to engagement between co-applicants (including additional partners) and with communities
4. Previous related engagement or relationship-building activities
 |
|       |

**Is the work proposed here part of a research program or project that has been submitted to an ethics review board?**

**[ ]  Yes – Submitted and approved [ ]  No – Not submitted**

**[ ]  Does not apply**

**[ ]  Yes - Submitted and under review [ ]  Yes – Submitted and denied**

# Section 2: CUES Statement of Partnership

CUES funds support mutually beneficial, ethical partnerships between community and university partners. In the table below, please respond to each question to briefly explain the current relationship or partnership and the intentions of both community and university applicants with respect to the proposed project.

Up to 200 words for each response.

|  |  |  |
| --- | --- | --- |
|  | **Community Partner** | **University Partner** |
| **What is your interest in working together? How will you benefit from the proposal and relationship?** |       |       |
| **How will you be active in the proposed work? What is your anticipated role?** |       |       |
| **What resources are required to support your involvement?** |       |       |
| **What strengths or knowledge will you bring to the relationship?** |       |       |
| **Describe any early engagement, discussion, or planning you have already completed** |       |
| **Overview of plan managing project funding, including details about community and university partner responsibilities** |       |

# Section 3: CUES Project Activities, Outcomes and Benefits

CUES funding recipients will be asked to provide feedback on the outcomes and changes that result from their work. Please identify using the table below the activities and expected outcomes that you are proposing, as well as the community-level changes you hope to see as results of your work together.

*Examples are provided below each text box.*

|  |
| --- |
| **Proposed activities to be undertaken** |
|       |
| *Example: UBC partners visit community several times to discuss community priorities and identify potential partnering opportunities* |
| **Expected outcomes**  |
|       |
| *Example: Co-applicants agree to participate in and identify necessary first steps to support a future collaboration*  |

|  |
| --- |
| **Expected community-level benefits that will result** |
|       |

*Example: The co-applicants finalize a partnership agreement that focuses on improving community-university connections and creating new opportunities for reciprocal exchange of knowledge and resources*

# Section 4: CUES Budget Form

Please identify in the table below all costs for your proposed project, as well as activities to be supported. If important contributions from other sources will support your project team, please identify these in the table as in-kind contributions.

For a list of eligible expenses, please review the CUES application guide. An example budget item is provided. If your project team needs to add rows to the budget form, please contact UBC Community Engagement.

|  |  |  |  |
| --- | --- | --- | --- |
| **Planned Expense Item** | **Projected Cost ($)**  | **Costs Breakdown ($)** | **Key Activities Supported** |
| *Example:**Facility/space rental* | *$500.00* | *$300 – Rental of Community Hall**$200 – Chairs and tables*  | *Community Gathering* |
|       |       |       |       |
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| **Total** |       |  |

**CUES Explore Fund Review Confirmation and Declaration**

**(Signature or Electronic Signature Required)**

This application includes:

[ ]  Section 1: CUES *Explore Fund* Project Proposal

[ ]  Section 2: CUES Statement of Partnership

[ ]  Section 3: CUES Project Activities, Outcomes and Impacts

[ ]  Section 4: CUES Budget Form

[ ]  Section 5: Proposal Confirmation and Declaration

I certify that the information given on this application is true, correct and complete in every respect and if awarded the fund, I agree to abide by the established terms and conditions.

## [ ]  As the Community signatory to this CUES Explore Fund application, I can confirm that I have read and reviewed this proposal.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|       |  |       |  |       |
| **Name of Community Applicant** |  | **Signature of Community Applicant** |  | **Date** |

## [ ]  As the UBC signatory to this CUES Explore Fund application, I can confirm that I have read and reviewed this proposal.

|  |  |  |  |  |
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| **Name of UBC Applicant** |  | **Signature of UBC Applicant** |  | **Date** |

## [ ]  As a UBC faculty representative, I can confirm that I have read, reviewed and can support this proposal on behalf of the above-signed UBC student co-applicant.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|       |  |       |  |       |
| **Name of UBC Faculty Representative** |  | **Signature of UBC Faculty Representative** |  | **Date** |