COMMUNITY-UNIVERSITY ENGAGEMENT SUPPORT FUND

INFORMATION SESSION

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JULY 22, 2020

INFORMATION SESSION OVERVIEW

Agenda

1. Important Dates

2. CUES Fund Overview

3. Funding Streams: Explore and Sustain Grants

4. Who Is Eligible?

5. Adjudication and Evaluation Criteria

6. CUES Application Overview

7. Expenses

8. Tips on Application

9. MITACS Presentation

10. Q&A

IMPORTANT DATES

Applications and Review

- Notice of Intent (NOI) due: September 16, 2020

- Info session for those who submitted NOIs: Sept 22, 2020

- Applications due: October 18, 2020

- Decisions communicated to applicants: December 11, 2020

Distribution of Funding

- Funding paid to applicants (75%): March-April, 2021

- Remaining funds released (25%): mid-September, 2021

CUES FUND OVERVIEW

- Third year of CUES funding program – $740k approved approved in 2018 & 2019 to support 33 community-university partnerships. Funds are awarded directly to community partners.
- Co-sponsored by UBC Community Engagement, Vice-President External Relations, and the Vice-President Research & Innovation.
- 3-year pilot program supported by UBC Academic Excellence Fund: one competition per year with $500,000 in available funding via two streams:
  - Explore stream
  - Sustain stream
- CUES funds support partnerships focused on collaborative research, teaching and learning projects that benefit communities across the province.
- Community-university partnerships enrich UBC research and education, and help communities thrive. CUES removes financial barriers and prioritizes reciprocal, inclusive engagement so all communities — especially those that have been underserved, marginalized, or excluded — can benefit.

FUNDING STREAMS: EXPLORE & SUSTAIN GRANTS

- **Explore stream**
  - Up to $15,000 per project (min. $7,500)
  - Community and university partners who are building new relationships
  - Designed to help new and innovative partnerships get off the ground

- **Sustain stream**
  - Up to $30,000 per project (min. $15,000)
  - Existing/ongoing community-university partnerships who are already working together and want to do more
  - Designed to keep a partnership afloat, activate the results of previous collaboration, and translate research results to action that benefits communities.

PRINCIPLES OF COMMUNITY ENGAGEMENT

- Four *Principles of Community Engagement* are foundational to CUES program:
    - Reciprocity
    - Flexibility and Openness
    - Transparency
    - Diversity and Inclusion

- Principles inform ethos of CUES fund and development of evaluation criteria

- Co-applicants are expected to demonstrate how their work aligns with these principles (see CUES website for more details)

WHO IS ELIGIBLE?

The community partner…

- Is a registered charity or other qualified donee listed by the Canadian Revenue Agency. (Click here to search your organization's charitable status.)

- Indigenous organizations without registered charity status are welcome to contact us at cues.fund@ubc.ca to explore eligibility options.

- Has an eligible GST, BN or Tax Exemption Number.

The UBC partner…

- Is a current faculty, staff, or student. (Students must have a faculty sponsor who is willing to sign their application.)

- Is associated with any UBC campus (UBC Vancouver or UBC Okanagan) or site.

Both partners…

- Are based in British Columbia and Canada. (International partners and projects are not eligible.)

- Are able to commence CUES-funded work together in Spring 2021 and co-lead the proposed activities throughout the entire funding period (up to 18 months).

- Are not applying together for CUES funding for a different project.

CONTEXT OF COVID-19

- COVID-19 presents both challenges and opportunities for local communities and their partnerships with UBC.

- We welcome CUES applications that explicitly or implicitly address the impacts of COVID-19 on communities, organizations, and partnerships.

- General, non-pandemic-related proposals are also welcomed with equal weight and enthusiasm for the 2020 intake.

EVALUATION CRITERIA

- CUES adjudication panel: mix of UBC faculty and staff and community representatives to reflect diverse perspectives and knowledges CUES co-applicants

- Reviewers will evaluate all proposals, convene in person to finalize proposal rankings and make recommendations for funding

- Reviewers will use the following criteria to evaluate all CUES proposals:
    - Community Need
    - Community Benefit
    - Resource Sharing & Reciprocity
    - Partnership Viability (Explore stream) or Partnership Sustainability (Sustain stream)
    - Project Feasibility

CUES EVALUATION CRITERIA

CUES proposals will be evaluated based on the following criteria:

1. Community Need

- Directly addresses a well-defined, community-identified need.
- Demonstrates a strong commitment to engage with communities who have been disadvantaged, marginalized and/or excluded.

2. Community Benefit

- Clearly articulates how the project will address community need and benefit the community partner(s) and affected communities.
- Presents a detailed, community-driven approach for evaluating proposed activities and outcomes for communities.

CUES EVALUATION CRITERIA (CONTINUED)

3. Resource Sharing & Reciprocity

- Clearly identifies each partner's respective and shared goals and how they will work together towards mutual benefit.
- Demonstrates equitable sharing of resources (funding, expertise, space, etc.) between and among partners.

4. Partnership Viability (Explore stream) or Partnership Sustainability (Sustain stream)

- Articulates a clear commitment to explore (*Explore stream)* and/or grow *(Sustain stream)* a strong, sustainable partnership.
- Includes a detailed plan for regular involvement of the community partner(s) and any affected communities.

CUES EVALUATION CRITERIA (CONTINUED)

5. Project Feasibility

- Includes a detailed project timeline that clearly identifies all relevant activities; proposed outcomes are reasonable and achievable.

- Demonstrates how budget and timeline reflect community priorities.

- Identifies how partners will respond to unexpected changes that impact capacity, timeline, project, or partnership.

CUES APPLICATION FORM OVERVIEW

Project Team Information (1 page)	• Names, contact information and signatures for co-signing UBC and community partners • Names of additional project partners • *Sign-off by faculty representative (for UBC student co-applicants only)*
Project Description (2 pages)	• Project/partnership goals • Approaches to engagement • Community needs/priorities to address • Previous related engagements or activities
Project Activities, Outcomes and Impacts (1 page)	• Proposed activities to be undertaken • Expected community-level changes that will result • Expected outcomes from the project
Statement of Partnership (1 page)	• Interest in working together • Evidence of related formalized community-university relationships, e.g. a partnership agreement, memorandum of understanding or agreement, etc. (<u>not required for Explore stream</u>) • Anticipated activities/roles • Resources needed for partner involvement • Strengths/knowledge partners bring to project • Previous related work or engagements that is relevant to proposed work • Overview of plan to manage project funds, incl. partner responsibilities
Budget (1 page)	• Expense items (description) • Project activities supported, by expense item (description) • Projected costs, with detailed breakdown by expense item ($) • Total projected cost for proposal ($)

ELIGIBLE EXPENSES

Must be directly related to proposed relationship and/or partnership-building activities and outcomes. Examples include:

- Salary/stipends for project team members supporting relationship/partnership-building
  - Including UBC student wages as one-time expense
- Honoraria for community members, elders, leaders and knowledge keepers or brokers
- Training or education fees necessary for project team members to fully participate or contribute
- Program or organizational evaluations/assessments
- Engagement costs, incl. travel & accommodation, facilities/space rental fees, for meetings, hospitality and catering
- Equipment and supplies that *directly* support relationship/partnership-building activities

INELIGIBLE EXPENSES

Not intended as a replacement for other sources of research funding or daily operational costs. Examples of ineligible expenses include:

- Direct costs of research, e.g., costs associated with data collection, analysis or academic conference presentations.
- Any administrative or core costs/expenses for community organizations, e.g., salaries associated with an organization's daily operations or programming or office equipment.
- Costs of alcohol.

TIPS ON HOW TO WRITE A STRONG APPLICATION

#1. Review the CUES website and applicant guide thoroughly before you begin

Familiarize yourself with the purpose of the fund, the principles of engagement, and the evaluation criteria. Determine which CUES funding stream is right for your partnership (Explore or Sustain).

#2. Work collaboratively with your partner

Start talking to each other early and often to ensure you are both clear on your goals and roles in both proposal development and proposed activities. The strongest CUES applications clearly and honestly reflect the voices and interests of both UBC and community-based partners.

#3. Clearly define the community and how you are connected

Strong proposals clearly name any and all affected communities and state clear plans for their involvement. Proof of community connections (e.g. MOUs, letters of support, etc.) are not required but will strengthen your application.

#4. Paint a clear picture

Explain your project in the clearest terms possible, and remember to describe in detail the activities you will undertake together. Be as concrete as possible with a detailed project timeline and activities.

#5. Clearly state the intended outcomes and outputs

When your project wraps up, what will you have achieved together? This can be tangible products (e.g. outputs like a particular document, report, etc.) or intangible changes (new relationships, stronger connections, trust, etc.).

#6. Keep the evaluation criteria top of mind

Answer the questions in your proposal with the evaluation criteria in mind. Ensure all 5 criteria are hit and the associated principles of engagement are explicitly addressed.

Q&A

FOR ADDITIONAL INFORMATION

- CUES website: https://communityengagement.ubc.ca/scholarly-resources/cues/
- CUES email: cues.fund@ubc.ca
- Holly Kim: holly.kim@ubc.ca
- Ryan Brown: ryan.brown@ubc.ca

For questions about MITACS

- Allison Brennan: abrennan@mitacs.ca
- Andrea Globa: agloba@mitacs.ca

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