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

# ALL APPLICANTS ARE REQUIRED TO COMPLETE STEP ONE BY SUBMITTING A [NOTICE OF INTENT](https://ubc.ca1.qualtrics.com/jfe/form/SV_1RfivMMrY1TN5at) BY SEPT 30, 2020 AND PRIOR TO COMPLETING A FULL APPLICATION.

# CUES Funds Application Form – Explore stream

**Completed Application Forms Packages are due by December 14, 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%) after UBC Community Engagement receives and processes 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 90 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 Project Information
* Section 2: CUES *Explore Fund* Project Description (up to 2 pages)
* Section 3: CUES Project Activities, Outcomes and Community Benefits (1.5 pages)
* Section 4: CUES Statement of Partnership (1.5 pages)
* Section 5: CUES Budget (1 page)
* Section 6: Proposal Confirmation and Declaration Page (confirmed/signed)

Please save your completed application as a PDF. Do not change the filename of this document. Upload the PDF using the CUES webform (a 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](mailto:cues.fund@ubc.ca).

# Section 1: CUES Project Information

|  |  |
| --- | --- |
| 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: |

**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  Yes – Not yet submitted**

**Does not apply**

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

**Short Project Description**

# *Please copy/paste information from this section into relevant fileds in the online CUES webform*

|  |
| --- |
| **Provide a public-facing, plain-language description of your project and the partners involved. If you receive funding, this description will appear on the UBC Community Engagement website and in other CUES promotional materials. (Max. 200 words.)** |
|  |

**Section 2: CUES Explore Fund Project Description**

|  |
| --- |
| **Project Description (up to 2 pages)**  In the space below, please provide a description of your project and consider how you will address the folllowing five criteria (refer to the applicant guide for more information about the CUES evaluation criteria):   * Community Need * Community Benefit * Reciprocity & Resource Sharing * Partnership Viability (Explore stream) * Project Feasibility   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 |
|  |

# Section 3: CUES Project Activities, Outcomes and Community Benefits

CUES funded partnerships are asked to provide feedback on outcomes and benefits to the community. Please use the tables below to tell us about the activities you are planning and what outcomes and benefits for the community you hope to see as result 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 improves community-university connections and creates new opportunities for reciprocal exchange of knowledge and resources*

# Section 4: CUES Statement of Partnership

CUES funds support mutually beneficial, ethical partnerships between community and university partners. In the table below, please briefly describe your relationship or partnership and how both community and university partners will be involved in 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 to manage project funding, including details about community and university partner responsibilities.** |  | |

# Section 5: CUES Budget Form

Please share in the table below all costs for your proposed project, as well as the activities each item will support. If you will access important contributions from other sources, please identify these in the table as *in-kind contributions*.

For a list of eligible expenses, please review the applicant guide. An example is provided in the first row; please remove this before you begin. Please add more rows to the table, as needed.

|  |  |  |  |
| --- | --- | --- | --- |
| **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** |  |  |

**Section 6: CUES Explore Fund Review Confirmation and Declaration**

**(Signature or Electronic Signature Required)**

This application includes:

Section 1: CUES Project Team Information

Section 2: CUES *Explore Fund* Project Proposal

Section 3: CUES Project Activities, Outcomes and Impacts

Section 4: CUES Statement of Partnership

Section 5: CUES Budget Form

Section 6: 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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **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** |