

# Applicant Guide

Community-University Engagement Support (CUES) Fund

2020/2021 Program Intake



# CUES Applicant Guide

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THE UNIVERSITY OF BRITISH COLUMBIA

# Program Overview

Community-University Engagement Support (CUES) provides funding for charitable organizations in British Columbia to build partnerships and pursue shared projects with faculty, staff and students at the University of British Columbia. We support the partners behind collaborative research, teaching and learning projects that benefit communities across the province.

A total of \$500,000 is available for the 2020/2021 intake, paid directly to community partners. Why fund partners? Community-university partnerships enrich UBC research and education, support the non-profit sector, 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.

Jointly sponsored by UBC Community Engagement and the Office of the Vice-President, Research and Innovation, CUES supports the *UBC's Next Century* strategic commitment to “engage ethically through the exchange of knowledge and resources for everyone’s benefit.” CUES-funded projects embody the following principles:

- Reciprocity* Exchanging resources and knowledge in a manner that benefits everyone involved.
- Flexibility and Openness to Learn* Listening to and learning from each other, admitting and addressing mistakes, and adapting approaches in response to changing context, needs or priorities.
- Transparency* Having clear, honest, and ongoing dialogue about process, ownership, access and motivation.
- Diversity and Inclusion* Listening to and learning from communities that have been disadvantaged, marginalized and/or excluded. Recognizing, respecting and valuing diverse knowledges, experiences and contexts.

## Context of COVID-19

In 2020, 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.

We also recognize that some may wish to start or continue non-pandemic-related activities with CUES funding. These applications are welcomed with equal weight and enthusiasm.

# Funding Streams

There are two different streams of CUES funding, *Explore* and *Sustain*, each designed for different stages of partnership. Use this chart to compare the two streams and decide which is right for your partnership and project. (Note: each unique partnership may apply to **one stream only** in a given year.)

	<i>Explore</i>	<i>Sustain</i>
<b>Description</b>	<i>Explore</i> funding helps get emerging partnerships and projects off the ground. Take the time that's needed to build trust, define shared interests, identify knowledge gaps and shared goals, and design collaborative research, teaching or learning projects.	<i>Sustain</i> funding supports established partnerships that have already been working collaboratively and want to do more. Keep a partnership afloat, activate the results of previous collaboration, and translate research results to action that benefits communities.
<b>Purpose</b>	To explore and build foundations for a new community-university relationship.	To sustain and grow an existing relationship through continued work together.
<b>Type of partnership</b>	New or emerging – you are just getting to know each other and building trust.	Existing – you have a trusting relationship and have worked with each other before.
<b>Funding amount</b>	Up to \$15,000 per project (min. \$7,500)	Up to \$30,000 per project (min. \$15,000)
<b>Project length</b>	Up to 18 months	Up to 18 months
<b>Example activities</b>	<ul style="list-style-type: none"> <li>• Meetings to plan or build relationships</li> <li>• Networking events</li> <li>• Needs assessments</li> <li>• Consultations</li> <li>• Co-development of partnership agreements</li> <li>• Other activities that allow co-applicants to explore and build new community-university relationships and partnerships</li> </ul>	<ul style="list-style-type: none"> <li>• Piloting community-level programs or services</li> <li>• Developing or delivering community-level training</li> <li>• Co-producing guides or decision-making tools</li> <li>• Evaluating impact from previous collaborative projects</li> <li>• Other activities that benefit the community</li> </ul>
<b>Evidence of partnership</b>	None required.	Strongly recommended. For example, strong applications often include a formalized partnership agreement, Memorandum of Understanding, or other evidence of partnership.

# How CUES Funding Works

## Who can apply?

CUES funding supports relationship building and shared projects that are co-led by at least one eligible community organization, and one eligible UBC faculty member, staff or student. Before you start planning your CUES application, please check to ensure all partners meet these minimum eligibility criteria:

### *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.)
  - First Nation band councils without registered charity status are welcome to contact us at [cues.fund@ubc.ca](mailto: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, 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.

Have questions about eligibility? Send us an email at [cues.fund@ubc.ca](mailto:cues.fund@ubc.ca).

## Expense Guidelines

CUES funding is intentionally flexible to support the different costs associated with community engagement activities. Below are expense guidelines, and examples of eligible and ineligible expenses.

### *Eligible Expenses*

Expenses must be directly related to the proposed relationship and/or partnership-building activities and outcomes. Examples of eligible expenses include:

- Salary/stipends for project team members supporting relationship and/or partnership-building activities.
  - CUES funds may be used for a community partner to hire a UBC student only if the community partner determines the student to be the most eligible candidate for the position. CUES is not designed to support student placements that are part of a mandatory or elective degree program,

(i.e. where a student is hired in support of program completion), and is not a reliable resource to fill structural or ongoing needs for student placements.

- 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 or assessments.
- Engagement costs, including travel & accommodation, facilities/space rental fees, for meetings, hospitality and catering costs.
- Equipment and supplies that directly support relationship and/or partnership-building activities.

### *Ineligible Expenses*

CUES funds are not intended to replace other sources of funding for research 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.

## Project timing

As you plan your project timeline, please note that funds will be dispersed in Spring 2021, with an expectation that project activities begin within 60 days of receipt of funding. Partners will then have 18 months to complete the activities proposed in their application.

# How to Apply

Applying for CUES is a two-step process:

## Step 1: Develop and submit your Notice of Intent (NOI)

*Deadline: September 30, 2020*

All co-applicants are required to develop and submit a Notice of Intent (NOI) to confirm their eligibility and provide a brief description of their proposed work together. The NOI is for administrative purposes only. It is non-competitive and will not be scored. Everyone who submits an NOI is invited to also submit a full application.

Co-applicants are encouraged to each review the information on the CUES website and in this applicant guide, then work together to confirm their eligibility, determine the appropriate stream (*Explore* or *Sustain*), discuss and refine their shared project, and draft the NOI. Responses to the NOI can be prepared in advance (questions are available [here](#)), then copied and pasted into [the web form](#) before the deadline.

## QuickLinks for completing your NOI

- [NOI questions in PDF form](#) (to prepare responses in advance)
- [Online form to submit the NOI](#)

## Step 2: Develop and submit your full application

*Deadline: December 14, 2020*

After you submit the NOI, both partners will receive an email with an invitation to submit a full application. This invitation will arrive soon after the NOI submission deadline of September 30, 2020.

The application form asks for:

- Names, contact information, and signatures of all applicants and partners
- Project description
- Partnership description
- Detailed description and timeline of project activities and expected outcomes and benefits
- Detailed budget
- Supporting documentation, i.e. formal evidence of the relationship (MOU, a partnership agreement, etc.), if applicable (*Sustain* stream only)

The completed application must be signed by both the community partner and UBC partner (electronic signatures are okay), and submitted by December 14, 2020 (link to webform for submission will be shared via email to all partners who submit an NOI).

Applicants are encouraged to download and review the application form early (links below) to familiarize themselves with the questions, prepare their responses, and gather any additional information or materials.

## QuickLinks for preparing your application

- [Application Package – Explore Stream](#)
- [Application Package – Sustain Stream](#)

# Tips for a Strong CUES 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*). Double check both partners' eligibility and ensure the community partner has charitable status. Contact us if you have any questions or clarifications before submitting your NOI.

## #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. They also clearly state anticipated benefits for everyone involved: the UBC partner, the community partner, and the wider community.

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

Most CUES projects will be working in service of a particular community or communities (this may be different than the community organization who is co-leading the project). 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

You may have a clear picture in your head of the proposed work you will do together, but remember, for our reviewers, your project and the community context are brand new. 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. Remember to address the “5 whys”: Who, what, where, when and why? As a community-based fund, the tone of your application will be less academic than a purely academic research fund.

## #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. It might help to pretend you are a reviewer reviewing your proposal. On which criteria does your proposal score highest? What needs more clarification or development? Do this exercise early so you have time to revise.

# How Proposals Are Evaluated

CUES proposals are adjudicated by a multidisciplinary review panel composed of UBC faculty and staff as well as local community representatives. All proposals are initially reviewed and scored by three separate reviewers. The review panel then meets in person (or virtually, if the pandemic continues) to finalize rankings of proposals and make recommendations for funding.

A total funding of \$500,000 is available for the 2020/2021 intake. The review panel will have discretion to use funds to support the highest quality proposals selected from both streams.



# Evaluation Criteria

CUES applications will be evaluated according to the criteria below (see Table 1), according to the following rankings:

- 4 – Excellent
- 3 – Good
- 2 – Acceptable
- 1 – Poor

Proposals may receive up to 4 points for each of the 5 evaluation criteria, to a maximum total of 20. A score of “Excellent” or “4” will fulfill the key criteria in Column 2, while also making clear linkages to the Principles of Engagement listed in Column 3. (See Page 3 for a full description of the four principles of engagement).

**Table 1: Evaluation Rubric**

Evaluation Criteria	Key Criteria	Principles of Engagement
<p><b>Community Need</b> (1-4 points)</p>	<p>Directly addresses a well-defined, community-identified need.</p> <p>Demonstrates a strong commitment to engage with communities who have been disadvantaged, marginalized and/or excluded.</p>	<p>Reciprocity Transparency</p> <p>Flexibility and openness</p> <p>Diversity and inclusion</p>
<p><b>Community Benefit</b> (1-4 points)</p>	<p>Clearly articulates how the project will benefit the community partner(s) and affected communities.</p> <p>Presents a detailed, community-driven approach for evaluating proposed activities and outcomes for communities.</p>	<p>Reciprocity Transparency</p> <p>Diversity and inclusion</p>

<b>Reciprocity &amp; Resource Sharing</b> (1-4 points)	Clearly identifies each partner's respective and shared goals and how they will work together towards mutual benefit.	Reciprocity
	Demonstrates equitable sharing of resources (funding, expertise, space, etc.) between and among partners.	Diversity and inclusion
<b>Partnership Viability</b> <i>(Explore stream)</i> or Sustainability <i>(Sustain stream)</i> (1-4 points)	Articulates a clear commitment to explore <i>(Explore stream)</i> and/or grow <i>(Sustain stream)</i> a strong, sustainable partnership.	Reciprocity
	Includes a detailed plan for regular involvement of the community partner(s) and any affected communities.	Transparency Flexibility and openness
<b>Project Feasibility</b> (1-4 points)	Includes a detailed timeline of all relevant activities, and shows their connection to reasonable and achievable outcomes.	Transparency Flexibility and openness
	Demonstrates how budget and timeline reflect community priorities.	
	Identifies how partners will respond to unexpected changes that impact capacity, timeline, project, or partnership.	

## What to Expect if You're Funded

Successful applicants will receive notice of award by March 15, 2021 and will be asked to submit an invoice from the community organization that will receive the funds.

Funding will be dispersed in Spring 2021. CUES project periods must begin no more than 60 days after the funds are received and cannot exceed 18 months from the date of receipt of funding. 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).

### Reporting requirements

CUES funding agreements include two stages of reporting:

Reporting Requirement	Purpose
<p><b>Interim meeting with UBC Community Engagement (virtual or in-person)</b></p> <p><i>To be scheduled midway through the proposed project, with some flexibility.</i></p>	<p>To check in on progress and identify any challenges or needs for additional support.</p>
<p><b>Final Project Report: Outcomes and Benefits</b></p> <p><i>To be submitted no more than 3 months following project completion.</i></p>	<p>The final Project Report should include the following:</p> <ul style="list-style-type: none"> <li>• The original aims of the project</li> <li>• Who was involved and why</li> <li>• What needs did you address? What did you achieve together? (Describe outcomes and benefits.)</li> <li>• How did CUES funds support these outcomes and benefits?</li> </ul>

In addition, CUES recipients are asked to notify us of any final publications, reports, event materials, audio/video productions, etc. developed with the support of CUES funding. With permission, UBC Community Engagement may share these as examples of work supported by the program.

## Contact Us

We are always happy to hear from potential applicants and discuss the details of your partnership or proposal. Please contact the CUES team in the Community Engagement Office.

**UBC Community Engagement CUES Team**

Email: [cues.fund@ubc.ca](mailto:cues.fund@ubc.ca)