Newcastle Social Justice Fund 2018/19

Welcome to Newcastle University’s Social Justice Fund. This document provides guidance on the grants available and the application process.

WHAT IS THE NEWCASTLE SOCIAL JUSTICE FUND?
The Fund is intended to support our work in the field of social justice as part of the University's Engagement and Place Strategy. The fund will develop a portfolio of successful relationships between the University and the Voluntary, Community and Social Enterprise (VCSE) sector. Funded projects will be focused on key social justice issues and will take a long-term view to enhancing the relationship between Newcastle University and the VCSE sector. We are particularly interested in applications that will contribute to meaningful and mutually beneficial relationships between the University and VCSE partners and that are co-produced. The fund is intended to make a difference by providing funding for activities that will lead to a significant step change in our partnerships.

WHAT FUNDING IS AVAILABLE?
There is no minimum amount of funding that can be applied for. The absolute maximum you can apply for is £5,000. We would encourage applicants to consider carefully what they want to use the funds for and apply for the appropriate amount rather than the maximum available. The detail of how the funds will be spent should be included in your application. Please discuss ideas with your Head of School or relevant faculty representative ahead of applying so that we can avoid duplication of effort and foster collaboration where possible.

WHAT ARE THE ASSESSMENT CRITERIA?
The Newcastle Social Justice Fund invites proposals from Schools, Research Centres, Institutes and individual academics, including early career researchers and PhD students. Applications will be evaluated according to the following criteria:
- Applications must be submitted in partnership with a VCSE organisation;
- The approach to collaboration will create a meaningful partnership;
- Potential for the projects to demonstrate new approaches to collaboration and engagement;
- Potential for the project to contribute to innovations that can be shared;
- Advancement of key social justice issues;
- Potential for the project to contribute to education and student experience;
- Potential for the project to contribute to research impact;
- Potential for the project to generate additional external research income.

WHAT WILL THE FUND SUPPORT?
All costs must be fully and clearly justified and may include the following:
- Reasonable travel, accommodation and subsistence costs: in accordance with the University expenses manual at:
  http://www.ncl.ac.uk/internal/finance/expenses/regulations/index.htm
Consumables directly related to the project may be eligible for funding, but must be fully justified.

Staff time: costs associated with paying a PGR student or RA or member of staff from a VCSE organisation. Please provide as much as information as possible about what is required here (e.g. number of hours, hourly rate of pay) and justify why this time is needed.

Other: The Panel will consider applications for other costs that will enhance the mutually beneficial nature of the partnership.

Please note this list is not exhaustive and funds are limited to covering one or two elements not all those listed. We encourage applications that demonstrate investment from additional sources.

We will not fund the following:

- Projects which demonstrate limited benefits for the VCSE sector partner;
- any expenditure occurred prior to the award being officially agreed;
- the ‘buying out’ of time of staff at Newcastle University;
- purchase or rental of equipment that is not directly connected to the delivery of the project.

APPLICATION PROCESS

The application process and timelines is as follows:

- Applicants must read this guidance document fully and complete the application form.
- Applicants must submit proposals in partnership with a VCSE sector partner.
- Applications must be submitted by a member of Newcastle University academic staff who will act as PI.
- Applicants must provide an email of support from both the VCSE sector partner(s) and their Head of School/Institute.
- Completed applications should be submitted using the online form: https://forms.ncl.ac.uk/view.php?id=3081508 The deadline for applications to the fund for the current academic year is: Friday 16th November 2018
- A selection panel Chaired by Newcastle University’s Dean of Social Justice and incorporating the University’s Engagement Manager and representatives from the VCSE sector will review applications against the criteria set out above. The outcomes will be announced in early December.
- If your project is unsuccessful you will be notified and given the opportunity to discuss the reasons with the relevant member of the panel should you wish to.
- If your application is successful you will receive an offer letter that will stipulate any conditions of the grant.

We expect applicants to comply with University Ethics and Governance procedures and comply with these when making their application. Applicants must not incur expenditure before approval. Planned expenditure must be in line with the University’s Financial Regulations: http://www.ncl.ac.uk/internal/finance/documents/FinancialRegulationsOct2014.pdf
A University cost centre will be needed for grant funds to be transferred – this may be an existing account within your school, or alternatively a project specific account can be set up if preferred. Please ensure you keep an appropriate set of accounts and original receipts for reporting purposes.

SUCCESSFUL APPLICANTS
All successfully awarded projects must be prepared to provide brief progress updates to the University Engagement Manager during the course of the project.

Within 3 months of the end of your project you will be expected to submit a short evaluation report and case study based on the objectives set out in your original application.

By accepting funding, you give permission for the resulting case study to be used on the University website and in University publications.

If relevant, successfully awarded projects will be asked to write a policy brief (in liaison with the Policy Academy) and contribute to the Newcastle University Knowledge Exchange Seminar Series.

All successfully awarded projects will be required to use the University logo on their materials.

All project expenditure must be tracked and in line with original application. Any proposed changes to spend or milestones must be discussed and approved by the University Engagement Manager. Funds should be spent before the end of July 2019.