

UWE Bristol Community Fund Guidelines

The UWE Bristol Community Fund awards grants of up to £3,000 for community partnership projects which help to achieve the following aims:

- Supporting the development of partnership working between UWE students and staff and local community organisations.
- Increasing mutually beneficial relationships between staff, students and local communities.
- Developing opportunities for students to volunteer in the local community, whilst at the same time enhancing their teamwork, communication and project management skills.
- Developing opportunities to enhance student learning through practical, community-based projects (including projects within the curriculum).
- Developing projects which will have significant impact for the Bristol city and region.

The UWE Bristol Community Fund is jointly funded with the UWE Bristol fund held with the [Quartet Community Foundation](#).

Who is eligible to apply?

Applications must be led by a current UWE student or staff member, and identify a lead community partner. The community partner should be involved in development of the application. If you have a good idea and are seeking a suitable community partner, the Community Fund team can help with this – please email communityfund@uwe.ac.uk for advice.

The community partner must be a ‘community organisation’ that can clearly demonstrate its charitable aims in a governing document. These can be CICs, charities, CIOs, constituted groups etc. At the very least, we would expect to see a Governing Document with charitable aims, and three unrelated committee members on the management committee. We can also fund public bodies such as schools or local authorities. The activity must be clearly non-profit making and not for commercial purposes.

The project must benefit communities within the four unitary authorities of Bristol, B&NES, North Somerset and South Gloucestershire.

What kinds of projects will we fund?

You can apply to the Community Fund to help establish NEW projects which involve UWE students in activities which will have a positive impact on the local community, while enhancing student learning and development of skills.

Student involvement can take any of these forms:

- Student-led volunteering projects outside of the curriculum
- Volunteering projects linked to a relevant curriculum area
- Student community-based learning projects embedded within a programme of study

We will give priority to projects within the following areas of focus:

- **Schools and Education** – UWE students working with young people in areas with low progression into HE.
- **Sustainability** – supporting the city and region to become more sustainable, with a low impact on our planet and a healthy environment for all.
- **Health and Wellbeing** – ensuring that everyone has the opportunity to live a life in which they are mentally and physically healthy.
- **Stronger Communities** – helping to build resilient and inclusive neighbourhoods, where people are able to participate in and benefit from the economic and cultural opportunities in the city and region.

The application is expected to respond to each of the following six criteria and will be assessed against them by a panel who decide on how to spend the funds.

1. Partnership	<ul style="list-style-type: none">• The project is equally driven by university and community partners• Learning for all partners is identified
2. Benefit local communities	<ul style="list-style-type: none">• The project is clearly owned or seen as important by identifiable community networks, organisations or communities of interest
3. Student engagement	<ul style="list-style-type: none">• Applications should be able to show how they will engage students in delivery of the project work, and create opportunities that will be attractive and meaningful for students
4. Student learning and development	<ul style="list-style-type: none">• Applications should be able to demonstrate how students will learn through engagement in the project,

	either through links to a relevant curriculum area or development of skills such as teamwork, communication and project management
5. Long term prospects	<ul style="list-style-type: none"> • Applications should show a connection with and/or development of an area of expertise within the university and community organisation • Applications should demonstrate how the project will be sustainable and/or leave a legacy
6. Value for money	<ul style="list-style-type: none"> • Are the costs reasonable and proportionate to the potential impact and number of students engaged? • We expect that a project which asks for £3,000 will create opportunities for at least 8-10 UWE students.

How much money is available?

You can apply for funds up to £3,000.

You will need to submit a budget as part of the application, which should detail resources required under the following headings:

- Venue hire/meeting space
- Travel and subsistence (including for volunteers)
- Printing of materials/publicity
- Equipment
- Training costs
- Costs incurred by community partner (including people's time)

We cannot fund the cost of salaries or time of UWE staff and students.

A reasonable proportion of the budget should be committed to the costs incurred by the community partner, and paid directly to the community partner. This can include people's time working directly for the community partner, recognising that these resources are often a barrier to community organisations participating in partnership projects.

Please note that £3,000 is the standard funding limit, rather than a maximum you should aim for. Your budget should realistically reflect the costs required for the project and we also welcome applications under this limit.

If your project will cost more than £3,000 you can apply to the Community Fund to part-fund the project together with funding from other sources. Your application should indicate where additional funding will come from, and whether this funding is guaranteed.

How do I apply?

You must first complete an [Expression of Interest](#), providing some basic information about your project proposal. This will be used to check that your project will be eligible for funding before proceeding to a full application. If your project is eligible, we will then send you a link to the full online application form.

Key dates and deadlines for applications will be posted on the [UWE Bristol website](#).

We strongly suggest that you seek advice on your application before submitting. The Community Fund team can check that your project is suitable for the fund and can help with your application. Please email communityfund@uwe.ac.uk to discuss your idea.

The Community Fund panel will assess applications against the criteria above, and make decisions on funding. This panel includes relevant staff from UWE Bristol Colleges and Services; representatives of the Students' Union; and community representatives.

If your application is successful

If your application is successful, the grant will be paid to your nominated account. This may be a UWE internal cost code, or to the bank account of the community partner. Frequently, payment of grants is split between UWE and the community partner as appropriate.

The Community Fund panel may request further information to be provided, or that certain conditions be met, before releasing funds.

We will pay the grant in two stages: half the grant will be paid up front; the other half will be paid after you have provided evidence that you have recruited sufficient numbers of UWE students for your project.

Successful applicants will be required to do the following:

- Complete a feedback form and supply photos which can be used to create case studies
- Submit all receipts for all purchases if requested
- Credit the UWE Bristol Fund in any publicity of the project

If you have any questions about the process, please contact communityfund@uwe.ac.uk