**AHRC FIRST WORLD WAR PUBLIC ENGAGEMENT CENTRES**

**Research Fund Guidance Notes**

**Additional call for funding**

**OVERVIEW**

The five AHRC First World War Engagement Centres can provide funding to support members of their research networks working with community partners to develop projects related to the centenary of the First World War. Please note that applications must be led by and submitted by academic research network members; non-academic groups may not submit applications independently.

This is an additional call for funding for community co-production projects that would begin in early 2017 and be complete by 31 December 2017.

Activities supported under this fund should involve substantial engagement in research activities which require a significant input of time and/or other research resources. The Centres are looking to fund high-quality research activities and outputs co-produced by academic researchers and their community partner(s).Proposals which would seek to link across a number of communities, community groups or cultural partnerships will also be welcomed.

Priority in this additional call will be given to projects that diversify engagement in centenary activities, including, for example, engagement with minority or marginalised groups in society, including BAME, and/or projects that seek to uncover hidden narratives or that strengthen the coverage of under-represented or hidden narratives or unheard/disregarded voices relating to the centenary.

Details on the engagement centres can be found [here](http://www.ahrc.ac.uk/Funded-Research/WW1-and-its-legacy/Pages/World-War-One-Engagement-Centres.aspx), and information about research network membership can be found on individual centre websites.

Projects must be led by members of the academic research network but must also address needs or opportunities identified and agreed with the community partner(s) and must provide evidence of the support of those partner(s). There is no requirement under this additional call for projects to build on existing HLF projects although connections with HLF projects will be welcomed.

Advice for academic researchers on public engagement activity can be found on National Co-ordinating Centre for Public Engagement’s [website](http://www.publicengagement.ac.uk/). The articles on [co-inquiry](http://www.publicengagement.ac.uk/do-it/techniquesapproaches/co-inquiry) and [engaging the public as researchers](http://www.publicengagement.ac.uk/do-it/techniquesapproaches/engaging-public-researchers) may be particularly helpful in developing applications:

**Timescale**

Call announced : 1st August 2016

Application deadline: midday on 3rd October

Decisions made: 1st November

Projects notified: 16th November

Projects begin in 2017 to be completed by 31st December 2017

**Funding**

Funding can only be held by eligible UK based Research Organisations. In practice this means awards can only be held by Universities, or by a small number of organisations recognised by the AHRC as [Independent Research Organisations (IROs)](http://www.rcuk.ac.uk/funding/eligibilityforrcs/).), such as museums and galleries. Community partners cannot apply independently in their own right for Research Council Funding, or be paid directly for their activities by the Research Councils.

Funding is available for any activity that is directly related to the research project being proposed. This can include activity undertaken or delivered by community partners, but only where this is clearly related to the delivery of the research project. Funding is not available for community partners to continue to deliver their core business, and funds cannot be used outside the dates of the award itself.

Applications should be costed at 100% full economic costs but funding will only be provided by the AHRC through the engagement centre for 80% of the full economic costs. In authorising the application the lead applicant’s research organisation (along, where appropriate, with other project partner research organisations) must commit to meeting the remaining 20% full economic costs of the project.

**Decision-making**

All applications will be assessed by a funding panel appointed by the appropriate Centre, and including experts in the study of the First World War period, and in working with community groups.All decisions will be made within a clear time period as stated on the individual websites of each centre.

**Conflicts of interest**

A project championed by any member of the funding panel will automatically mean the removal of that particular person from the assessment process. The panels and networks will be large and broad enough to ensure that the process will not be undermined.

**Assessment Criteria**

All applications will be judged according to the engagement centres’ shared Assessment Criteria which can be downloadedfrom their websites**.** Please consult this carefully when preparing your application.

**Reporting requirements**

Projects must:

* incorporate appropriate evaluation procedures into their activities;
* continuously reflect upon what has worked well and what has worked less well;
* provide regular reports to the engagement centre on progress and activities (frequency of reports dependent on the agreed length of funding).

**DETAILED APPLICATION GUIDANCE**

**Section 1: Project Overview**

**Project title:** The project title should be no more than 15 words. This is the title under which information relating to your project will be published on the engagement centre websites and elsewhere.

**Name of research centre applied to:** Applications should only be submitted to an engagement centre where the Lead Applicant is a member of the research network.Applicants must ensure that discussions have taken place with the relevant engagement centre prior to the submission of this application form and that they are aware of thecentre’s funding limits.

**Project summary:** Please provide a brief overview of your project suitable for publicity purposes.

**Proposed start date and duration of project:**All funded work must be completed by 31 December 2017. If, exceptionally, a project wishes to continue unfunded activities beyond this date it must be fully justified.

**Total amount of funding requested:** Please contact the engagement centre you are applying to for advice on the maximum amount of funding available.

**Section 2: Academic Partners**

Please provide full details of any staff or postgraduate students at research organisationswho will be directly involved in the project. Details should be provided of staff expertise and its relevance to the project. The Lead Applicant must be a member of the engagement centre’s research network, be based at a research organisation eligible to receive AHRC funding, and have the support of that organisation in submitting the application.

**Section 3: Community Partners**

Full details should be recorded of each community partner collaborating on the project. One individual should be nominated as a main contact for each organisation.

**Describe the organisation’s main aims, purpose and regular activities:**Please give an overview of the main aims and functions of each community partner. Examples of information provided could include:

* The purpose and aims of the organisation
* The number of paid staff who are employed by the organisation (if applicable)
* Membership or volunteer numbers
* The organisation’s regular activities and how they are funded
* Any other relevant information about audiences or members of your group

**Details of funding:** Provide a brief overview of how the organisation is funded. This should include:

* Details of the usualfunding sources for the organisation
* Information on any HLF grants, including the total amount of funding, length of the HLF project, key aims and overview of the project activites and outcmes
* Any other awards from funding bodies

**Section 4: The Research Project**

Please note that funding will only be considered for projects which demonstrate a clear plan for cooperation between academic and community partners in the co-design and co-production of research and which meet the expectations of the Connected Communities Programme for ‘research with, by and for communities’. More information on what this approach entails can be found on the AHRC’s Connected Communities website. Please ensure that you explain clearly how and why your organisations will be working together.

**Aims and objectives of the project:**Please outline the key aims and objectives. You should ensure that these are clearly relevant to the key research themes of your chosen engagement centre.

**Project plan:**Provide details of how your project will be carried out, including a timetable of main events / targets.

**Project Outcomes:**Please give details of the planned outcomes. This should include both academic and non-academic impacts and/or outputs and details of the lasting legacy of this collaboration.Outcomes should be clearly measurable.

**Strategy for partnership:**Outline the roles and responsibilities of academic and community partners and demonstrate how you will ensure that all partners make an appropriate contribution to the project and benefit fully from its outcomes.

**Similar activities in your area or project theme:** Please explain the place of your project within the wider context of public engagement in your local area and/ or project theme, particularly in relation to HLF-funded projects.

**Section 5: Project costs**

Applications for funding under this budget may include provision for funding research time and technical support as well as for direct costs such as travel and subsistence, dissemination activities and research materials. Where community organisations undertake research-related activities as an integral or co-produced component of the project, the costs may be included.

Project costs should be developed with the authorisation of the Lead Applicant’s research organisation. Please refer to the finance guidance on page 2 of this form.

**Section 6: Equal Opportunity and Diversity**

This part of the form aims to collect the information we need to report on the range of organisations we fund. We will not use this information to assess your application. Please ensure you complete this section of the form if any of the involved organisations are based in Northern Ireland. If you are based outside Northern Ireland and your organisations represent a wide range of people and not any particular group, mark the appropriate box and proceed to the declaration.

**Section 7: Declaration**

The application form should be signed by the Lead Applicant who, in doing so, takes responsibility for the accuracy of the project proposal and agrees to manage the administration of the grant if awarded.

A signature is also needed from a representative of each community partner as evidence of the organisation’s support for the application.

**Additional Information**

Please include a copy of original HLF grant applications(s) and award(s) when you submit the application (if applicable).

**Contacts**

[Centre for Hidden Histories](http://hiddenhistorieswwi.ac.uk/), University of Nottingham: [hiddenhistories@nottingham.ac.uk](mailto:hiddenhistories@nottingham.ac.uk)

[Everyday Lives in War](http://www.herts.ac.uk/everyday-lives-in-war/every-day-lives-in-war), University of Hertfordshire: [firstworldwar@herts.ac.uk](mailto:firstworldwar@herts.ac.uk)

[Gateways to the First World War](http://www.gatewaysfww.org.uk/), University of Kent: [gateways@kent.ac.uk](mailto:gateways@kent.ac.uk)

[Living Legacies](http://www.livinglegacies1914-18.ac.uk/AboutUs/), Queen’s University Belfast: [livinglegacies@qub.ac.uk](mailto:livinglegacies@qub.ac.uk)

[Voices of Peace and War](http://www.voicesofwarandpeace.org/), University of Birmingham: [voices@contacts.bham.ac.uk](mailto:voices@contacts.bham.ac.uk)

**AHRC FIRST WORLD WAR PUBLIC ENGAGEMENT CENTRES**

**Research Fund Application form**

|  |
| --- |
| **SECTION 1: PROJECT OVERVIEW** |

**Name of research centre applied to**

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**Project Summary (500 words)**

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| --- |
|  |

**Proposed start date of project**

|  |
| --- |
|  |

**Proposed duration of project (in months)**

|  |
| --- |
|  |

**Total amount of funding requested**

|  |
| --- |
|  |

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| --- |
| **SECTION 2: ACADEMIC PARTNERS** |

**Details of academic staff / postgraduate students directly involved in the project**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Full name** | **Institution** | **Department** | **Email address** |
| **Lead**  **Applicant** |  |  |  |  |
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**Please give details of the relevant research specialisms of the academic partners listed above (500 words)**

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| --- |
| **SECTION 3: COMMUNITY PARTNERS** |

**Name of organisation**

|  |
| --- |
|  |

**Name and position of main contact**

|  |
| --- |
|  |

**Address**

|  |
| --- |
|  |

**Telephone number**

|  |
| --- |
|  |

**Email address**

|  |
| --- |
|  |

**Website**

|  |
| --- |
|  |

**Type of organisation**







**If the organisation is any of the following, please provide the information shown:**

Company – give registration number

|  |
| --- |
|  |

Registered Charity in England, Scotland or Wales – give registration numbers

|  |
| --- |
|  |

Charity recognised by HM Revenue and Customs in Northern Ireland – give reference number

|  |
| --- |
|  |

**Number of paid staff and / or volunteers**

|  |
| --- |
|  |

**Membership numbers of the organisation (if applicable)**

|  |
| --- |
|  |

**Describe the organisation’s main aims, purpose and regular activities (500 words)**

|  |
| --- |
|  |

**Details of funding previously awarded (including HLF funding if applicable) (350 words)**

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| --- |
|  |

**Any other relevant information about audiences or members of the organisation (350 words)**

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| --- |
|  |

|  |
| --- |
| **SECTION 4: THE RESEARCH PROJECT** |

**Aims and objectives of the project (350 words)**

|  |
| --- |
|  |

**Roles and responsibilities of academic and community partners (350 words)**

|  |
| --- |
|  |

**Project plan (500 words)**

|  |
| --- |
|  |

**Project Outcomes (350 words)**

|  |
| --- |
|  |

**Strategy for partnership including co-design and co-production of the research (500 words)**

|  |
| --- |
|  |

**Do you know of any similar activities in your area or project theme? If yes, then please explain how your project will complement, or provide a fresh approach or stance, to the activities already underway. (500 words)**

|  |
| --- |
|  |
| **SECTION 5: PROJECT COSTS** |

**Please read the guidance notes carefully and provide a full economic costing of the proposed project.**

**Financial resources**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Summary fund heading** | **Fund heading** | **Full economic cost** | **AHRC/Centre contribution** | **% AHRC/Centre contribution** |
| Directly incurred |  |  |  |  |
|  |  |  |  |  |
| Indirect costs |  |  |  |  |
|  |  |  |  |  |
| Exceptions |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Staff**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name**  (please indicate Lead Applicant) | **Contracted working week as a % of full time work** | **Total number of hours to be charged to the grant** | **Average number of hours per week charged to the grant** | **Rate of Salary pool/banding** | **Cost estimate** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Travel and Subsistence**

|  |  |
| --- | --- |
| **Destination and purpose** | Total £ |
|  |  |
|  |  |
| Total £ |  |

**Other Directly incurred Costs**

|  |  |
| --- | --- |
| **Description** | Total £ |
|  |  |
|  |  |
| Total £ |  |

**Estates Costs**

|  |  |
| --- | --- |
| **Amount (mandatory)** | £ |

**Indirect Costs**

|  |  |
| --- | --- |
| **Amount (mandatory)** | £ |

|  |
| --- |
| **SECTION 6: EQUALITY MONITORING & DIVERSITY** |

**If any of the organisations involved in this application represent the interests of a particular group, such as young people or disabled people, please tell us which by filling in the tables below.**

**If any of the involved organisations are based in Northern Ireland, we are required to report in detail on groups we fund. Please complete the tables in full, as applicable.**

**If none of the groups are based in Northern Ireland or will not be working in Northern Ireland for the purposes of this grant, and your work will involve a broad range of people rather than any particular group, please tick this box only:**

**Ethnic group**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Asian | Black | Chinese | Mixed | White |
| Asian British | Black British | Chinese British | White and Black Caribbean | White British |
| Asian English | Black English | Chinese English | White and Black African | White English |
| Asian Irish | Black Irish | Chinese Irish | White and Asian | White Irish |
| Asian Northern Irish | Black Northern Irish | Chinese Northern Irish | Other | White Northern Irish |
| Asian  Scottish | Black  Scottish | Chinese  Scottish |  | White Scottish |
| Asian Welsh | Black Welsh | Chinese Welsh |  | White Welsh |
| Bangladeshi | Caribbean | Other |  | Other |
| Indian | African |  |  |  |
| Pakistani | Other |  |  |  |
| Other |  |  |  |  |

|  |
| --- |
| Irish travellers (Northern Ireland only) |

Age

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Under 16 | 16 to 25 | 25 to 49 | 50 to 64 | 65 & over |

Disability

|  |
| --- |
| Disabled people (people with physical or mental problems which have significant and long-term negative effects on their ability to carry out normal day-to-day activities. |

Marital or civil-partnership status

|  |  |  |
| --- | --- | --- |
| Single people (never married  or in a civil partnership) | Married people (and living  with their husband or wife) | In a civil partnership |
| Married people (and separated  from their husband or wife) | Separated but still legally in a civil  partnership | Divorced people |
| Formerly in a civil partnership  which is now legally dissolved | Widowed people | Surviving partner from a civil  partnership |

People with dependents

|  |
| --- |
| People with dependants (for example, children or elderly relatives) |

People in lower socio-economic groups

|  |
| --- |
| People living in households with incomes below the national average, or people living in the most deprived local authority wards in England, Scotland, Wales or Northern Ireland |

Community background (Northern Ireland only)

|  |  |  |  |
| --- | --- | --- | --- |
| Mainly Protestant (more than 60%) | Mainly Catholic  (more than 60%) | Both Catholic  and Protestant | Neither Catholic  nor Protestant |

Religious belief

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Protestant | Muslim | Catholic | Jewish | Other  Christian |
| Sikh | Buddhist | Hindu | Other | No religious  belief |

Gender

|  |  |  |
| --- | --- | --- |
| Males | Females | Transgender people |

Sexual orientation

|  |  |  |
| --- | --- | --- |
| Gay and lesbian people | Heterosexual people | Bisexual people |

|  |
| --- |
| **SECTION 7: DECLARATION** |

**Lead Applicant**

**I confirm that the organisations named on this application have given me the authority to complete this application on their behalf.**

**I confirm that the activity outlined in the application falls within the purposes and legal powers of the organisations.**

**I confirm that if the project is awarded the grant the collaborating institution(s) and community partner(s) will keep to the standard terms of the grant and any further terms and conditions as set out in the grant notification letter or in any contract prepared specifically for the project.**

**I confirm that the information in this application is, to the best of my knowledge, true and correct.**

**Lead Applicant Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Organisation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Community Partners**

**I confirm that my organisation fully supports this application.**

**Community Partner 1**

**Main contact Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Organisation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Community Partner 2**

**Main contact Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Organisation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please add details and signatures of additional partners if appropriate.**