Humanities Cultural Programme PROJECT FUNDING 2020
Further Particulars

Please reference this document when making applications to the **Humanities Cultural Programme Project Fund.**

Details of Fund and Application Process

Overview of fund: The Humanities Cultural Programme will include cultural events and public engagement activities over the years prior to the opening of the new Humanities building and be part of the public cultural and community programme in the Schwarzman Centre.

In consultation with researchers, students, and staff, and in partnership with external cultural organisations, experts, and consultants, we aim to create an exciting, thought-provoking, and enjoyable series of events featuring outstanding artists, writers, and thinkers, all powered by University of Oxford's world-leading research and unique collections; to increase our social impact and reaffirm the value of the humanities to our common future; and to share and foster the insights and richness of the humanities and engage new audiences and participants of all ages.

The Humanities Cultural Programme will be created in collaboration across all the Humanities Faculties and with local, national and international partners, including organisations as part of GLAM (Gardens Libraries and Museums). The funding stream related to this Open Call will support public programming that is led by University of Oxford researchers and/or students, or projects in collaboration with external partners.

Eligible Projects: Activities we are looking to support can include (but are not limited to):

- Performances of any kind (music, theatre, spoken word, comedy, dance etc.)

- Installations, exhibitions, or displays

- Panel events that bring new people to Oxford

- Community co-creation projects that lead to a public event(s).

Assessment Criteria: Events/projects should be research/student led and can be in partnership with an external partner. Applications should:

- Clearly explain the context and rationale for the proposed event(s)/activities;
- Give details of how the proposed collaboration will contribute to the Humanities Cultural Programme (as outlined above);
- Explain whom this activity will benefit and reach (specific details regarding the anticipated audience(s) and how those audiences will be reached should be included);
- Provide a clear timeline for the planned activity;

- Are appropriately costed in detail. Costs can include relevant and appropriate travel and accommodation costs (that meet the University guidelines);
- Provide evidence of support of relevant internal and external parties. (Where applications are made by students there should be a statement of support from the Senior Tutor in the case of undergraduate student applications and from the Supervisor in the case of postgraduate student applications. Where events/projects include partner organisations, a statement of support from the partner should be included);
- Indicate what future opportunities the proposed project may lead to, particularly future strategic research collaborations;
- Show what other related funds have been raised externally and/or funds raised internally.

Application Review Process: All applications are made via IRAMS and assessed by the Humanities Cultural Programme Steering Group, in accordance with the Humanities and University funding regulations and procedures.

Application Overview

Name: Please include the name of the lead applicant. Please note that lead applicants must have a University of Oxford Single Sign-On. External partners are advised to liaise with Dr Victoria McGuinness, Head of Research Partnerships, as to how to submit an application: victoria.mcguinness@humanities.ox.ac.uk

Student/Researcher/External Partner? Please indicate the affiliation of the lead applicant.

Position/Association: Please indicate the department/faculty and/or college of the lead applicant.

Date(s) of proposed event/project: Please indicate the date(s) of proposed events/projects. If dates are not fixed, please indicate a month and year.

Title of event(s)/project: Please indicate the title of your event/project.

Executive Summary: Please explain the context and rationale for the project/event(s). Funding is available for new projects and for extensions of existing projects. Business as usual projects are not eligible for funding. Applicants should consider how the proposal fits with faculty/departmental/divisional/University strategies and research across the University.

Fit with Humanities: Please explain how your proposal fits with Humanities research. Clearly indicate which humanities research questions your project engages and the intersection with any existing research being undertaken by Oxford Humanities. Please indicate any legacies or outputs associated with the project/event(s) and consider how the

legacy or outputs of the proposed project fit with the strategy of the Humanities Cultural Programme and/or the Schwarzman Centre.

Audience: Applications should include explicit statements on target audiences and how those target audiences will be reached. Projects/events that are solely targeted at the academic community are not eligible for Humanities Cultural Programme Funding. Consider what different audiences may exist for your project/event and explain how you will reach and appeal to those target audiences. Where relevant, applicants should be explicit as to how schools will be involved in projects/events.

Timeframe: Please outline the key milestones.

Budget: Please indicate what costs are involved and detail all known/anticipated costs.

Total Budget
The maximum you can request without prior approval for the application is £3,000. Up to £10,000 is available for large scale, strategic, multi-partner projects – applications of over £3,000 should be discussed with Dr Victoria McGuinness, Head of Research Partnerships, who can agree that an application of more than £3,000 can be made. Please email Dr McGuinness to discuss applications of over £3,000 <u>before</u> making the application.

Budget Constraints
Please be aware that, in line with its charitable objectives, the University is not able to pay for first class travel or 4 or 5* hotel accommodation. Where professional fees are included in the budget, applicants should indicate precisely what goods or services those fees are to cover and to whom those fees would be paid.

Budgets should be financially prudent, and applicants should make attempts to reduce the cost of proposals where possible (for example, through the hire rather than the purchase of equipment). Consideration should be given to the full project costs, this may include but is not limited to travel, accommodation, venue costs, catering costs, professional fees, costs for photography/filming, costs for materials. Pre-application guidance on costs can be accessed from the **Indicative Costs – Goods and Services** guidance document or the **Indicative Costs – Fees** guidance document available on the TORCH Funding call or by emailing the HCP Team on hcp@torch.ox.ac.uk

Other Funding
Where other funding has been secured elsewhere, applications should indicate the level and source of external funding.

Partner Statement: Applicants should approach partners prior to making an application to secure support. Applications should include a statement from the all partners (Faculty, Department Head of Administration/Research Director or external partners) indicating their support for the project and should consider how best to deploy the expertise of the partner(s) in the planning of projects. Applications should include a full list of internal and external partners as well as the status of each individual involved in the project/event. Where professionals are included, CVs, resumes, or similar should be provided.

For projects with no proposed external partner(s), applicants should consider which internal channels the project could engage or collaborate with and applicants should provide a statement from a representative of possible collaborators in the partner statement box.

Supervisor/Tutor Statement: Students must include a statement of approval from their postgraduate Supervisor or undergraduate Senior Tutor.

Student Declaration: Please sign or print your name to agree that the appropriate visas are in place and that work on this project will not exceed visa or University regulations.

Sustainability: Applicants are advised to consider the University's commitment to reduce its carbon emissions by 50% from its peak by 2030 when making applications for funding.

Further questions: Please send requests for any further information please email the HCP team on hcp@torch.ox.ac.uk