Humanities Cultural Programme PROJECT FUNDING 2022
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 includes cultural events and public engagement activities over the years prior to the opening of the new Humanities building and will 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; to engage in strategic and equitable partnerships; 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 is 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 supports 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 or events.

Assessment Criteria: Projects should be research/student led and must 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;

- Includes details of specific aims and evaluation methodologies
- Be appropriately costed in detail and in line with relevant limits guidelines (including the University's travel and accommodation costs and the Indicative Costs for Fees and Services for the Humanities Cultural Programme);
- Provide evidence of support of relevant internal and external parties. Statement of support from the external partner should be included in all cases. 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;
- 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.

Pre-Application Support: For pre-application support, please email the HCP Senior Coordinator Justine Shaw on: justine.shaw@humanities.ox.ac.uk.

Application Overview

Applications should be limited to 5 pages. CVs are in addition to this limit but should be kept brief.

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 who wish to generate projects are advised to liaise with Dr Victoria McGuinness, Head of Cultural Programming and Partnerships: victoria.mcguinness@humanities.ox.ac.uk

Student or Researcher: 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 project: Please indicate the date(s) of proposed project. If dates are not fixed, please indicate a month and year.

Title of project: Please indicate the title of your project.

Executive Summary: Please explain the context and rationale for the project. Funding is available both 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 either teaching or research in the Humanities and across the University.

Fit with Humanities: Please explain how your proposal fits with Humanities teaching and research. Clearly indicate which Humanities research areas and questions your project engages with and the intersection with any existing research.

Timeframe: Please outline the key milestones/deliverable outcomes including dates, format (e.g. online workshop, in-person event etc.) and target audience.

Audience: Consider what different audiences may exist for your project and explain how you will reach and appeal to those target audiences. Please note that projects solely targeted at the academic community are not eligible for HCP Funding.

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 Cultural Programming and Partnerships in advance; email Dr McGuinness before making any such 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.

In-Kind Support: Successful applications receive in-kind support from the HCP/TORCH team. The regular support from TORCH includes assistance in project/event planning and help with making payments and organising travel, accommodation, venues, catering/subsistence, equipment, and technical services. The team will create a page for the project on the TORCH website and assist in marketing for the project/event using the website and TORCH social media channels and/or newsletter where appropriate. The team can assist with sending a basic evaluation survey and provide contractual and intellectual property agreement support where required. If your project involves digital events, the

team can assist with event delivery using the TORCH platforms (this support must be booked in advance).

Should you require any of the following support, or any other support beyond that listed above, please indicate this requirement on the 'In-kind' support box on the application form: hiring/managing casual staff; on-the-day support for an event; more targeted communications/paid marketing; partner management/matchmaking; administration of funding not allocated via the Humanities Cultural Programme; detailed evaluation support.

Where in-kind support has been secured via an external partner organisation, institution or funder, applications should indicate the level and type of additional support secured.

Other – Legacy/Outreach/Evaluation/IP: Please use this section to detail relevant information regarding legacy (funding/publications/impact); outreach (including details of approach, target schools, and established relationships); evaluation (format and approach and details of what success looks like for the project); Intellectual Property (details of any IP that is proposed to be created or used within the project/event).

Partner Statement: Applicants should engage partners fully prior to making an application. Applications should include a statement from each relevant partner (Faculty/ Department and 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. Where professionals are included, CVs, resumes, or similar should be provided.

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 to the HCP Senior Coordinator Justine Shaw on: justine.shaw@humanities.ox.ac.uk.

Last Updated: November 2022