

The Coleg Strategic Developments Fund: small grants scheme

Date: 25 May 2016

Reference: 15/05

To: Heads of Welsh higher education institutions, Coleg Cymraeg Cenedlaethol Advisory Group, institutional Welsh medium provision co-ordinators and Branch Officers.

Respond by: 12:00, 1 July 2016

Contact: Catrin Williams

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This circular invites applications for small grants to be allocated from the Coleg's Strategic Developments Fund.

This document is available on the Coleg Cymraeg Cenedlaethol website

Small Grants Circular

Background

1. This circular outlines the arrangements for submitting applications for small grants from the Coleg Cymraeg Cenedlaethol's Strategic Developments Fund.
2. Applications are invited for small grants to fund or support projects that will not last for longer than one year, and will not require a contribution of more than £2,500 from the Coleg Cymraeg Cenedlaethol [y Coleg].
3. The aim of the Small Grants Fund is to support innovative initiatives, including individual projects, which will extend and/or enrich Welsh medium higher education provision, or contribute in some other way towards meeting the objectives of the Coleg's Academic Plan. Applications are invited for projects that will lead to the production of educational resources, publications, or provision as well as individual research.
4. The Coleg is keen to invite applications for funding to support a variety of activities and developments, but **those submitting applications are asked not to include the following within applications:**
 - Applications for funding to release lecturer time to undertake research when those lecturers are already employed on teaching and research contracts in institutions;
 - Applications for funding to develop resources in order to support the language skills and/or study skills of students.
 - Applications for funding to support events or developments that have already happened;
 - Applications from individuals that are not members of the Coleg (in line with the circular's conditions);
 - Applications involving activities already funded by the Coleg (e.g. work by Coleg-funded lecturers or work undertaken under one of the Coleg's national projects);

- Applications involving marketing activities of individual universities only;
- Applications in relation to teacher training until national development plans are agreed upon;
- Applications for collaborative modules (these have already been awarded through the Academic Collaboration Committee on 20 April 2016);
- Applications for collaborative activities i.e. student conferences (These have already been awarded through the Academic Collaboration Committee on 20 April 2016);
- Applications by individuals who have already received a small grant, where the work has not yet been completed.

Applications

5. Applications are invited for small grants from members of the Coleg (staff membership) on the form identified in Appendix A.
6. Every institution may submit up to ten applications, but no more than one application may be submitted by any one individual within a round of applications. If an individual holds a small grant award it is expected that the project is completed before applying for another. An applicant therefore is not allowed to apply for a small grant if he / she already has an ongoing small grant.
7. Each application must be signed on the institution's behalf by an authorised representative, ensuring that institutional processes were followed.
8. Decisions on awards from this round of applications will be published by circular.
9. Applications should be submitted by **12:00, 1 July 2016**. Applications submitted after this date will not be accepted, and applications cannot be changed or amended after this date. Full financial details are expected within the application, the Awarding Panel can set conditions on the budget which will not change the grant is awarded.

Other requirements

10. Any resources developed following receipt of funding through the Small Grants Fund shall be placed on the Coleg e-learning platforms only, e.g. The Porth, The Digital Resource Library and/or the Coleg's iTunesU site (unless the grant application specifies otherwise).
11. The Coleg's Publications Officer can be contacted (Mari Fflurm.fflur@colegcymraeg.ac.uk) for further information regarding developing a resource/ publication in a suitable format for e-learning platforms.
12. Resources / publications are licensed on Coleg e-learning platforms under special circumstances and these special circumstances are agreed in writing with the Coleg prior to awarding the grant. It is the project manager's responsibility to ensure that all contributors are aware of this procedure and consent to it. Copyright clearance is the responsibility of the project manager. Each application should note in what form or platform a resource deriving from the project will be published, and what steps will be taken to install a Creative Commons license on the resource. The Coleg Publication Officer (Mari Fflur m.fflur@colegcymraeg.ac.uk) can be contacted for further information about Coleg publication guidelines.
13. A short report will need to be submitted outlining the project's outputs, as well as a full financial specification approved by the university's finance office, following the project's completion.
14. The maximum length of any project shall be 12 months, and any funding not spent within that period must be returned. If the schedule of the project changes, for reasons beyond control of the project manager) then a request for an extension should be sent to the Coleg Project Officer (Catrin Williams c.williams@colegcymraeg.ac.uk).

Further enquiries

15. Any further enquiries about small grants should be sent by e-mail to Catrin Williams in the first instance.

APPENDIX A

Project y Title:

Project Manager (name, e-mail, telephone number)	
Institution:	
Start date:	
End date:	
Total grant:	

1. A short outline of the proposed project (no more than 500 words)

2. Proposed timetable and budget of the project (detailed notes should be given in this section; the Awarding Panel can set conditions on the budget and the grant amount will not be changed after the ruling.)

Timetable	Activity	Cost

	Total	
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3. Other funding sources (if relevant)

4. Project output (no more than 250 words)

Signed by prospective project manager:

Signed on behalf of institution:

Date: