

The Coleg's Strategic Development Fund: small grants scheme

Date: 8 November 2012

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To: The Heads of higher education institutions in Wales, the Coleg Cymraeg Cenedlaethol's Advisory Group, institutional Welsh Language Provision Co-ordinators.

Reply by: 12 December 2012

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

This document is available on the Coleg Cymraeg Cenedlaethol's website

Small Grants Circular

Background

1. This circular outlines the arrangements for submitting applications for small grants from the Coleg Cymraeg Cenedlaethol's [the Coleg] Strategic Development Fund.
2. The Coleg has a Strategic Development Fund [the Fund] for large projects and awards are decided upon at least once a year from that fund. The circular that will invite applications for funding from the Fund for large projects will be published in January 2013. Applications for projects that last for more than a year and/or cost more than £2,500 should be referred to that fund.
3. A proportion of the Fund has been reserved for small grants to fund or support small projects that will not run for more than a year, and that will not need a contribution of more than £2,500 from the Coleg Cymraeg Cenedlaethol.
4. The Aim of the Small Grants Fund is to support innovative enterprises, including individual projects that will extend and/or enrich the Welsh medium Higher Education provision, or that contribute in any other way towards fulfilling the objectives of the Coleg's Academic Plan. Applications for projects that will lead to producing educational resources or publications are welcomed, and applications can also be submitted for funding to support connected academic activities or events.
5. The Coleg is eager to invite applications for funding to support a variety of activities and developments, but asks those submitting the applications not to include the following within them:
 - Applications for funding to release lecturers' time in order to undertake research when they are already employed on a teaching and research contract in institutions.

- Applications for funding to develop resources to support students' language skills and/or study skills.
- Applications for events or developments that have already taken place.
- Applications from individuals who are not members of the Coleg (in compliance with the conditions of the Circular).
- Applications concerning activities already being funded by the Coleg (e.g. work by lecturers who are funded by the Coleg or work that could fall within the scope of one of the Coleg's national projects).
- Applications concerning the marketing activities of individual universities only.
- Applications in the field of teacher training until national development plans have been agreed.
- Applications from individuals who have already received a small grant when that work has not yet been completed.

Applications

6. Applications are invited for small grants from members of the Coleg (staff membership) in the form noted in Appendix A.

7. Every institution can present up to ten applications, but no more than one application is allowed by any individual in one round of applications.

8. Every application must be signed on behalf of the institution by an authorised representative, ensuring that institutional processes have been followed.

9. The decisions regarding allocations from this round of applications will be announced via the circular in January 2013.

10. Applications should be submitted by **midday on 12 December, 2012**. Applications submitted after this date will not be eligible, and there will be no means of modifying or revising applications after this date.

Monitoring and Reporting Requirements

11. Any resources developed following receipt of funding through the Small Grants Fund will be placed on the Porth and / or on the Coleg's iTunesU site only (unless noted otherwise in the grant application).

12. A short report will need to be presented noting the project's output, and a full financial specification confirmed by the University's Finance Office following completion of the project. The Coleg will ask for these reports as part of the six monthly monitoring cys on the progress of all projects funded in the institutions through the Strategic Development Fund.

13. Twelve months will be the longest duration of any project and any funding that has not been spent during the small project period will need to be returned.

Further Enquiries

14. Any enquiries regarding small grants should be primarily made via e-mail to Dr Gwennan Schiavone g.schiavone@colegcymraeg.ac.uk.

