

The Coleg Strategic Developments Fund: small grants scheme

Date: 08 May 2015

Reference: 14/09

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, 4 June 2015

Contact: Rhian A. Davies

E-mail: Rh.Davies@colegcymraeg.ac.uk

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. The Coleg Cymraeg Cenedlaethol [the Coleg] has a Strategic Developments Fund [the Fund] for large scale projects; decisions on awards from the Fund are made at least once a year.
3. A proportion of the Fund has been earmarked for small grants to fund or support small scale projects of no more than 1 year's duration, and will need no more than £2,500 as a contribution by the Coleg.
4. One round of Small Grant awards was awarded in 2014-15. Applications were invited through a Coleg circular published 24 September 2014 (Circular Ref:14/03). Awards were announced 11 March 2015 (Circular Ref:14/06).
5. This circular is an invitation for a second round of Small Grant applications which will be awarded during the Summer term, 2015.
6. 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. We encourage applications for projects that will lead to the production of educational resources or publications. Applications can also be submitted for funding to support an academic related activity or event.

7. 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 (applications of this type were invited via circular Ref:14/08 with 31 March 2015 notes as the closing date);
- Applications for collaborative activities i.e. student conferences (applications of this type were invited via circular Ref:14/08 with 1 May 2015 noted as the closing date);
- Applications by individuals who have already received a small grant, where the work has not yet been completed.

Applications

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

9. 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.

10. Each application must be signed on the institution's behalf by an authorised representative, ensuring that institutional processes were followed.

11. Decisions on awards from this round of applications will be published by circular.

12. Applications should be submitted by **12:00, 4 June 2015**. Applications submitted after this date will not be accepted, and applications cannot be changed or amended after this date.

Other requirements

13. 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).

14. The Coleg Information Services Manager (Owain Huw o.huw@colegcymraeg.ac.uk) can be contacted for further information regarding the development of a resource / publication in a format appropriate for the Coleg's e-learning platforms.

15. 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.flur@colegcymraeg.ac.uk) can be contacted for further information about Coleg publication guidelines.
16. 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.
17. 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 (Rhian A. Davies rh.davies@colegcymraeg.ac.uk).

Further enquiries

18. Any further enquiries about small grants should be sent by e-mail to Rhian A. Davies 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

Timetable	Activity	Cost
	Total	

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: