

# 2024/2025 Fund Guide

## Community Hubs Programming Fund

### General Information

This guide contains the information you need to enter the 2024/2025 competition for the Community Hubs Programming Fund. Community Hubs are a Memorial University Initiative supported by Grenfell Campus and Leslie Harris Centre of Regional Policy and Development, who will administer the fund. Please read carefully the information provided here before preparing your application.

### About the fund

The Community Hubs Programming Fund is designed to encourage Memorial University faculty, staff and students to develop original programming that will be delivered at one or more community hubs. \$50,000 has been allotted for this fiscal year. Programming can be delivered in person, remotely, or through a hybrid model.

### About the Community Hubs

The Hubs are located in rural areas across the province of Newfoundland and Labrador, and are community spaces where people can access the Internet, technology, and a place to work, study, or collaborate. For more information about community hubs visit <https://mun.ca/communityhubs/>.

### Program Details

<b>What is it?</b>	Up to \$10,000 with (80% upon receipt of signed terms, 20% upon delivery of program at one or more hubs and final report submission)
<b>Who is eligible?</b>	Faculty, staff, students
<b>For what purpose?</b>	Educational or public engagement programming relevant to one or more community hubs*
<b>What's eligible?</b>	All costs associated with the project can be requested. This includes (but is not limited to) course buy-outs for faculty, salary for students, honoraria to local knowledge holders or performers, materials, software licenses, etc. Graduate and undergraduate students may use funding as a salary paid at the rate as set out by Memorial University under posted student hiring rates.
<b>What's not eligible?</b>	Research, travel to academic conferences, conference registration, and salaries for Memorial faculty and staff, including postdoctoral fellows and sessional faculty
<b>When is the deadline?</b>	Applications are accepted at anytime, adjudication will in September, December and March, until funding is depleted.

*\*These projects may include anything from development and delivery of courses or other educational material, to provision of services that would engage local communities, to workshops and/or community dialogues. For example, many of the hubs have predominantly senior patrons who are interested in a range of courses around mental and physical health and technology use. Other interests include training courses around facilitation, entrepreneurship and train-the-trainers programs that would allow hubs to run their own programming. The programming may have a broad audience or target a particular community segment.*

## **Applicants and Approvals**

Applicants must indicate approval from a university supporter for their project, who agrees on behalf of the applicant's organization or unit to accept administrative responsibility for the fund if awarded.

Applicant	Supporter(s)
Faculty	Dean (or designate) or Department Head
Staff	Administrative Director or Senior Administrator
Student	Department Head or Program Supervisor

Applicants are expected to maintain a MUN affiliation for the duration of the project.

## **Application process**

The Harris Centre uses an online application system called Survey Monkey Apply for its applied research and regional engagement funds. You can access the portal at <https://publicengagementmemorial.smapply.io>.

You can access a .pdf sample of the application form [here](#). **You must complete and submit your application electronically through the application portal.**

The application form will ask you a series of question to help you craft your proposal. Each answer has a maximum word limit. You will be asked to provide basic contact information for the principal applicant and any co-applicants on the project. You will then be asked to provide an abstract (200 words), define scope and objectives of the project (300 words), explain relevance and practical importance of your project to the Community Hubs network (500 words), describe your project plans and timelines (500 words), and describe team competencies (or principal applicant competencies if a single applicant) (300 words).

Next, you will be asked to provide budget details for the project for up to \$10,000. We encourage the applicants to explore smaller projects and expect the budget to reflect the project scope. No project is too small.

You will also be asked to upload the principal applicant's CV and given an opportunity to upload any other relevant supporting documentation. We do not require a letter of support from the Hubs you plan to engage with, but strongly encourage you to engage with the hub(s) during the application process and actively collaborate on the idea with them where possible.

## **How will the Applications be Assessed?**

Applications will be assessed by an evaluation committee comprised of academic and non-academic members including hubs facilitators. Assessment of applications will occur in two phases:

### *Phase I*

The members of the evaluation committee will assess the proposals individually ranking them using the Harris Centre application and evaluation portal. The proposals will be ranked based on the following rubric:

- *Principal Applicant's Capacity and Team Merit* (if applicable) [25%]: That is, yours and your team's capacity (both time and expertise) to deliver on the project. This is how you demonstrate to the evaluation committee that you and your team (if applicable) are the ideal proponents for the project;

- *Methodology and Organization* [25%]: How you and your team (if applicable) propose to carry out the work and accomplish the objectives, and why this approach has been chosen/the most effective; the relevance of the budget to project scope;
- *Relevance to Community Hub network* [25%]; how your project will benefit patrons of the hub(s) you are planning to engage with); and;
- *Mobilizing the Knowledge* [15%]: your plans to exchange your knowledge with relevant audiences so that others may benefit from the experience.
- *Sustainability* [10%] plans to allow for sustained delivery of programming. This might look like allowing for hubs to retain content under a creative commons license for continued distribution to a single or multiple hubs, or creation of read-and-run-with-it kits for the program for example. Sustainability is not a criterion of the but fund applications with sustainability taken into consideration will be viewed favorably.

It is the responsibility of all applicants to clearly illustrate how their proposal relates to the objectives and assessment criteria of the fund. The applicants are also responsible for clearly outlining the impact their project could potentially have on the Community Hubs network.

### *Phase II*

Following Phase 1 evaluation, at the discretion of the evaluation committee, the committee may hold one meeting where they will discuss the proposals, their individual rankings, and determine the final awardees.

### **What happens next?**

You will receive an email notification of the evaluation results. If your application has been awarded the funding, you will be asked to sign and return your Letter of Award. Upon the receipt of the letter, the funding will be transferred to the appropriate department.

### **Contact Information**

For question about the Community Hubs Program Development Fund contact Bojan Fürst, Manager of Knowledge Mobilization, at [bfurst@mun.ca](mailto:bfurst@mun.ca). For questions about the application process, contact Ruby Fewer, Contracts and Funds Coordinator, [rafewer@mun.ca](mailto:rafewer@mun.ca).

### **Additional Considerations**

#### **Intellectual Property**

Intellectual property rights are retained by the creator(s) in accordance with Memorial University's IP policy: <http://www.mun.ca/policy/site/policy.php?id=143>

#### **Application Process – Internal Deadlines**

Applicants are responsible for understanding and following their respective department's internal application processes and requirements. The Harris Centre encourages those applying to consult with their Grant Facilitation Officers if they have any questions regarding internal deadlines.

## Administration of the funds

When notification of acceptance has been received by the Harris Centre, the funding will be transferred to the appropriate department. Any unspent funds at the end of the project period must be returned to the Harris Centre.

## Terms of Award

Upon award of the Harris Centre funding, the applicant must agree to the following grant conditions:

- The funding is limited to one year period from the date of award acceptance.
- The project must begin within one month of the date of award. Grantees MUST request any change in timelines from the Harris Centre for review and approval; project extensions will only be entertained in extenuating circumstances.
- The funding allocation will be dispersed in two installments. 80% of the funding will be released upon receipt of this signed acknowledgment form and a Yaffle lay summary. The subsequent installment of 20% will be released on the receipt and acceptance of project deliverables.
- Create a Yaffle lay summary (a 300-400-word lay-person's synopsis of the project) on the Yaffle database [www.yaffle.ca](http://www.yaffle.ca)
- Delivery the programming at least one hub (virtually or in person) by the end of the project.
- Provide a final report and knowledge mobilization plan no later than the project end date. The Harris Centre will provide awardees with a template for final report and knowledge mobilization activity plan guide; The Harris Centre can act as a resource to the awardee to help develop the most appropriate knowledge mobilization plan; Final reports should be written in clear language, accessible to non-specialist audiences and structured according to the report template provided by the Harris Centre.
- The Harris Centre has the right to post the final report to its website and/or print copies for distribution, or to work with the awardee to mobilize the knowledge in new ways.
- Provide copies of any written materials (including posters, pamphlets, and slideshows, etc.) resulting from the grant.
- Deviations from the approved budget categories must be pre-approved by the Harris Centre. Conference travel and salary-related expense for faculty or staff are NOT eligible expenses.
- Use the funding provided for the purpose indicated and according to university policies and fund guidelines.
- Notify the Harris Centre in case of changes to the substance of the project; failure to complete the project as per original proposal may result in the termination of the award funding.
- Any unspent funds must be returned to The Harris Centre after the project has been completed or terminated.