# NOTE: COMPLETION OF THIS FORM IS STEP TWO OF THE APPLICATION PROCESS.

# ALL APPLICANTS ARE REQUIRED TO COMPLETE STEP ONE BY SUBMITTING [A NOTICE OF INTENT](https://ubc.ca1.qualtrics.com/jfe/form/SV_3UHo4WNpuJYDyjc) BY OCTOBER 14, 2021 AND PRIOR TO COMPLETING A FULL APPLICATION.

# CUES Funds Application Form – Explore stream

**Completed Application Forms are due by January 18, 2022.  
By submitting a Notice of Intent, you will receive a submission link for your application form.**

CUES Fund – Explore stream supports community-university partners who are building new relationships to help get emerging partnerships and projects off the ground. Please read the guidelines below before completing this application.

**Proposal and Funding Guidelines**

1. This CUES application form is accompanied by a CUES applicant guide. Please refer to the guide as you complete your proposal.
2. The funding amount for Explore stream in 2021 is up to $13,000 per application.
3. Funds must go to an eligible co-signing community partner organization.
4. Projects must be co-led by a current UBC faculty, staff or student and a community partner for the entire project period.
   1. UBC student or post-doctoral fellow who co-sign proposals must also obtain sign-off from a UBC faculty representative.
   2. Each unique partnership may only submit one CUES proposal per year.
5. All CUES funds for the Explore stream are designed to support relationship and/or partnership-building activities and outcomes.
   1. CUES funds are not a replacement for other sources of research funding and may not be used to cover the direct costs of research.
   2. CUES funds may not be used to cover administrative or core costs for partner organizations.
6. Approved funding will be dispersed in two (2) allotments:
   1. Initial release of funding (75%) after UBC Community Engagement receives and processes a signed **Letter of Agreement** (to be provided upon notification of approval) and a completed invoice from an authorized co-signing community partner organization.
   2. Remaining funding (25%) is released after the interim meeting (see Reporting Requirements in the application guide for more information).
7. CUES projects must begin no more than 60 days after funding approval is granted and may not exceed 18 months from the date of receipt of funding.
   1. Extensions of up to 6 months may be considered on a case-by-case basis (requests for extensions must be received before the project passes its one-year mark).
8. Approved projects must be completed with all costs accounted for and reporting completed and submitted to UBC Community Engagement no more than 3 months following project completion.

**Application Submission Requirements**

**Please ensure you complete all sections in this application and respect the character limits provided.**

Section 1: Project and Co-applicant Information

Section 2: Short Project Description

Section 3: Application Questions

Section 4: Budget

Section 5: Confirmation and Declaration

**Use this document to prepare your answers, to be uploaded into the CUES 2021 Explore webform.**

If you have any questions about this process, please contact us at [cues.fund@ubc.ca](mailto:cues.fund@ubc.ca).

# Project and Co-Applicant Information

|  |  |
| --- | --- |
| PROJECT TITLE |  |
| TIMEFRAME FOR PROPOSED WORK (MM/DD/YYYY) | **Start date:**       **End date:**  Note: funding will be announced March 15, 2022; projects must start within 60 days of this date. |
| AMOUNT OF FUNDING REQUESTED  (up to $13,000) |  |
| PRINCIPAL COMMUNITY APPLICANT | **Community Partner Organization:**  *Main Contact*  First name:       Last name:  Title/Position:  Phone:  Email: |
| PRINCIPAL UBC APPLICANT | **Faculty/Office:**  *Main Contact*  First name:  Last name:  Title/Position:  Phone:  Email:  **Is the work proposed here part of a research program or project?**  Yes  No  **If applicable, has the work been submitted to an ethics review board?**  Yes  No  Does not apply |
| PLEASE LIST ANY ADDITIONAL PARTNERS,  including any financial intermediaries |  |
| UBC Faculty Representative *(for UBC student and post-doctoral fellow co-applicants only)*  **Faculty representatives are required to read and review this proposal and sign in the space provided in Section 5 of this application form** | Name:  Faculty/Department:  Title:  Phone:  Email: |

# Please respect the character count for each question. The box will expand until you reach the maximum number of characters.

# Short Project Description

|  |
| --- |
| **Provide a public-facing, plain-language description of your project and the partners involved.**  *If you receive funding, this description will appear on the UBC Community Engagement website and in other CUES promotional materials.*  Maximum 1200 characters (approx. 200 words) |
|  |

# Application Questions

|  |
| --- |
| 1. **What is the community opportunity, priority area and/or need you are addressing?**   How will your project address this opportunity?  In what ways will you engage with equity deserving groups and communities?  Maximum 900 characters (approx. 150 words) |
|  |

|  |
| --- |
| 1. **Please describe your proposed activities: what do you plan to do?**   *Please include a detailed timeline of relevant activities (ex. June 2022: meeting with community organization and UBC staff to plan October 2022 outreach event).*  Maximum 1500 characters (approx. 250 words) |
|  |

|  |
| --- |
| 1. **What are the expected outcomes and community-level benefits that will result from these activities?**   *These can be tangible products (e.g., outputs like a particular document, report, etc.) or intangible changes (new relationships, stronger connections, trust, etc.).*  Maximum 600 characters (approx. 100 words) |
|  |

|  |
| --- |
| 1. **What are your approaches to engagement to include partners and any affected communities in the activities you have described above?**   Maximum 600 characters (approx. 100 words) |
|  |

|  |
| --- |
| 1. **How do you plan to evaluate these outcomes and benefits?**   Maximum 600 characters (approx. 100 words) |
|  |

|  |
| --- |
| 1. **Why have you chosen to apply together to CUES? What do you expect to learn and gain from working together?**   Maximum 600 characters (approx. 100 words) |
|  |

|  |  |  |
| --- | --- | --- |
| 1. CUES funds support mutually beneficial, ethical partnerships between community and university partners. In the table below, please briefly describe your relationship or partnership and how both community and university partners will be involved in the proposed project.   Maximum 600 characters in each box (approx. 100 words). | | |
|  | **Community Partner** | **University Partner** |
| **How will you be active in the proposed work?**  **What is your anticipated role?** |  |  |
| **What resources (expertise, funding, space, etc.) do you bring or seek to access through this work?** |  |  |

|  |
| --- |
| 1. **Please provide a brief overview of the plan to manage project funding, including details about community and university partner responsibilities.**   Maximum 600 characters (approx. 100 words) |
|  |

1. **Budget**

|  |  |  |  |
| --- | --- | --- | --- |
| Please share in the table below all costs for your proposed project, as well as the activities each item will support. If you will access important contributions from other sources, please identify these in the table as in-kind contributions.  For a list of eligible expenses and guidance on reciprocity in the budget, please review the applicant guide.  An example budget item is provided in the first row. | | | |
| **Planned Expense Item** | **Projected Cost ($)** | **Costs Breakdown ($)** | **Key Activities Supported** |
| *Example:*  *Facility/space rental* | *500.00* | *$300 – Rental of Community Hall*  *$200 – Chairs and tables* | *Community Gathering* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total** |  |  |  |

1. **CUES Explore Fund Review Confirmation and Declaration**

**(Signature or Electronic Signature Required)**

**When application form sections 1-4 are complete, save the form as a PDF and sign this page.**

I certify that the information given on this application is true, correct and complete in every respect and if awarded the fund, I agree to abide by the established terms and conditions.

## As the Community co-applicant to this CUES Explore Fund application, I can confirm that I have read and reviewed this proposal.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **Name of Community Applicant** |  | **Signature of Community Applicant** |  | **Date** |

## As the UBC co-applicant to this CUES Explore Fund application, I can confirm that I have read and reviewed this proposal.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **Name of UBC Applicant** |  | **Signature of UBC Applicant** |  | **Date** |

**NOTE: This section is only for proposals with a UBC student or post-doctoral fellow as the principal UBC applicant**

## As a UBC faculty representative, I can confirm that I have read, reviewed and can support this proposal on behalf of the above-signed UBC co-applicant.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **Name of UBC Faculty Representative** |  | **Signature of UBC Faculty Representative** |  | **Date** |