

Applicant Guide

Community-University Engagement Support (CUES) Fund
2021/2022 Program Intake

Table of Contents

Program Overview	2
Funding Streams	3
How CUES Funding Works	4
How to Apply	6
Tips for a Strong CUES Application	7
How Proposals Are Evaluated	8
What to Expect if You're Funded	10
Contact Us	10



Program Overview

Community-University Engagement Support (CUES) provides funding for eligible community organizations in British Columbia to build partnerships and pursue shared projects with faculty, staff and students at the University of British Columbia. We support the partners behind collaborative research, knowledge exchange, and teaching and learning projects that benefit communities across the province.

A total of \$500,000 is available for the 2021/2022 intake, paid directly to community partners.

Why fund partners? Community-university partnerships enrich UBC research and education, support the non-profit sector, and help communities thrive. CUES seeks to remove financial barriers and prioritizes reciprocal, inclusive engagement so all communities — especially equity-deserving groups and communities — can benefit.

Jointly administered by UBC Community Engagement and the Office of the Vice-President, Research and Innovation, CUES supports UBC’s commitment to “engage ethically through the exchange of knowledge and resources for everyone’s benefit” as stated in [university’s Strategic Plan](#). CUES-funded projects embody the following principles:

- Reciprocity* Exchanging resources and knowledge in a manner that benefits everyone involved.
- Flexibility and Openness to Learn* Listening to and learning from each other, admitting and addressing mistakes, and adapting approaches in response to changing context, needs or priorities.
- Transparency* Having clear, honest, and ongoing dialogue about process, ownership, access and motivation.
- Diversity and Inclusion* Listening to and learning from communities that have been disadvantaged, marginalized and/or excluded. Recognizing, respecting and valuing diverse knowledges, experiences and contexts.

Funding Streams

There are two different streams of CUES funding, Explore and Sustain, each designed for different stages of partnership. Use this chart to compare the two streams and decide which is right for your partnership and project. (Note: each unique partnership may apply to one stream only in a given year.)

	Explore	Sustain
Description	Explore funding helps get emerging partnerships and projects off the ground. Take the time that's needed to build trust, define shared interests, identify knowledge gaps and shared goals, and design collaborative research or teaching and learning projects.	Sustain funding supports established partnerships that have already been working collaboratively and want to do more. Implement the findings of a previous or ongoing collaboration by translating research or teaching and learning results into actions that benefit communities.
Purpose	To explore and build foundations for a new community-university relationship.	To sustain and build on an existing community-university relationship through shared action.
Type of partnership	New or emerging – you are just getting to know each other and building trust.	Existing – you have a trusting relationship and have worked with each other before.
Funding amount	Up to \$13,000 per project	Up to \$25,000 per project
Project length	Up to 18 months	Up to 18 months
Example activities	<ul style="list-style-type: none"> Meetings to plan or build relationships Networking events Needs assessments Consultations Co-development of partnership agreements Other activities that allow co-applicants to explore and build new community- university relationships and partnerships 	<ul style="list-style-type: none"> Piloting community-level programs or services Developing or delivering community-level training Co-producing guides or decision-making tools Evaluating impact from previous collaborative projects Other activities that implement the outcomes of previous or ongoing collaboration between community-university partnerships.

How CUES Funding Works

Who can apply?

CUES funding supports relationship building and shared projects that are co-led by at least one eligible community partner, and one eligible UBC partner. Before you start planning your CUES application, please check to ensure all partners meet these minimum eligibility criteria:

The community partner...

- Is a registered charity or other qualified donee listed by the Canadian Revenue Agency. ([Click here to search your organization's charitable status.](#))
- First Nation band councils without registered charity status are welcome to contact us at cues.fund@ubc.ca to explore eligibility options.
- If you are unsure of your eligibility, please email cues.fund@ubc.ca with your full organization name and GST, BN or Tax Exemption Number.

The UBC partner...

- Is a current faculty, staff, post-doctoral fellow or student. (Post-doctoral fellows, graduate students and undergraduate students must have a faculty sponsor who is willing to co-sign their application.)
- Is associated with any UBC campus (UBC Vancouver or UBC Okanagan) or site.
- If applicable, has complied with the ethics review board requirements, should the proposal be research-based and involving human participants. (Please see Office of Research Ethics for more information <https://ethics.research.ubc.ca/>)

Both partners...

- Are based in British Columbia, Canada. (International partners and projects are not eligible.)
- Are able to commence CUES-funded work together in Spring 2022 and co-lead the proposed activities throughout the entire funding period (up to 18 months).
- Are not applying together for CUES funding for a different project.

Have questions about eligibility? Send us an email at cues.fund@ubc.ca

Expense Guidelines & Budget Reciprocity

CUES funding is intentionally flexible to support the different costs associated with community engagement activities. Below are expense guidelines, and examples of eligible and ineligible expenses.

Eligible Expenses

Expenses must be directly related to the proposed relationship and/or partnership-building activities and outcomes, or activities that help support community-based research and/or teaching and learning projects. Examples of eligible expenses include:

- Salary/stipends for project team members supporting relationship and/or partnership-building activities.
 - CUES funds may be used for a community partner to hire a UBC student only if the community partner determines the student to be the most eligible candidate for the position. CUES is not designed to support student placements that are part of a mandatory or elective degree program, (i.e., where a student is hired in support of program completion), and is not a reliable resource to fill structural or ongoing needs for student placements.
- Honoraria for community members, elders, leaders and knowledge keepers or brokers.
- Training or education fees necessary for project team members to fully participate or contribute.
- Program or organizational evaluations or assessments.
- Engagement costs, including travel & accommodation, facilities/space rental fees, for meetings, hospitality, and catering costs.
- Equipment and supplies that directly support relationship and/or partnership-building activities.

Ineligible Expenses

CUES funds are not intended as a replacement for other sources of direct research funding or daily operational costs, or as an alternative source of funding for expenses not typically eligible by other research grants. Examples of ineligible expenses include:

- Direct costs of research, e.g., costs associated with data collection, analysis, or academic conference presentations.
- Any administrative or core costs/expenses for community organizations, e.g., salaries associated with an organization's daily operations or programming or office equipment.
- Costs of alcohol.

Reciprocity in the Budget

Strong applications will apply the principle of reciprocity in their budget, and show alignment with community practices on salaries, stipends, and honoraria. As you prepare your budget, consider if your proposed salaries, stipends, and honoraria are appropriate and fair. Consult or confirm what the community best practice is and what wage expectations are for the type of work being undertaken.

How to Apply

Applying for CUES is a two-step process:

Step 1: Develop and submit your Notice of Intent (NOI)

Deadline: October 14, 2021

All co-applicants are required to develop and submit a Notice of Intent (NOI) to confirm their eligibility and provide a brief description of their proposed work together. The NOI is for administrative purposes only. It is non-competitive and will not be evaluated. Everyone who meets the eligibility requirements and submits an NOI is invited to also submit a full application.

Co-applicants are encouraged to review competition information on the CUES website and within this applicant guide, then work together to confirm their eligibility, determine the appropriate stream (Explore or Sustain), discuss and refine their shared project, and draft the NOI. Responses to NOI questions can be prepared in advance (questions are available here), then copied and pasted into the web form before the deadline.

After submitting an NOI, both partners will receive a confirmation email with the information they have provided. If any eligibility issues are identified, you will be contacted within 3 business days.

[QuickLinks for completing your NOI](#)

[NOI questions in PDF form](#) (to prepare responses in advance)
[Online form to submit the NOI](#)

Step 2: Develop and submit your full application

Deadline: January 18, 2022

The online submission for full applications will open on October 19, 2021. All eligible partners who submitted an NOI will receive an email on October 19 with the link to the webform to upload their application.

Applicants are encouraged to download and review the full application form early (links below) to familiarize themselves with the questions, prepare their responses, and gather any additional information or materials.

The completed application must be signed by both the community partner and UBC partner (electronic signatures are okay), and submitted by January 18, 2022 (link to webform to upload application will be sent on October 19).

[QuickLinks for preparing your application](#)

[Full Application Form – CUES Explore Stream 2021](#)
[Full Application Form – CUES Sustain Stream 2021](#)

Project timing

As you plan your project timeline, please note that funds will be dispersed in two tranches to successful applicants, with the first 75% disbursed in April 2022, and the subsequent 25% disbursed upon completion of an interim meeting midway through the proposed project.

Project activities should begin within 60 days of receipt of funding. Partners will then have 18 months to complete the activities proposed in their application.

Tips for a Strong CUES Application

#1. Review the CUES website and applicant guide thoroughly before you begin

Familiarize yourself with the purpose of the fund, the principles of engagement, and the evaluation criteria. Determine which CUES funding stream is right for your partnership (Explore or Sustain). Double check both partners' eligibility and ensure the community partner has charitable or other qualified donee status. Contact us if you have any questions or clarifications before submitting your NOI.

#2. Work collaboratively with your partner

Start talking to each other early and often to ensure you are both clear on your goals and roles in both proposal development and proposed activities. The strongest CUES applications clearly and honestly reflect the voices and interests of both UBC and community-based partners. They also clearly state anticipated benefits for everyone involved: the UBC partner, the community partner, and the wider community.

#3. Clearly define the community and how you are connected

Successful CUES projects work in service of a particular community or communities (this may be different than the community organization who is co-leading the project). Strong proposals clearly name any and all affected communities and state clear plans for their involvement.

#4. Paint a clear picture

You may have a clear picture in your head of the proposed work you will do together, but remember, for the reviewers, your project and the community context are brand new. Explain your project in the clearest terms possible, and remember to describe in detail the activities you will undertake together. Be as concrete as possible with a detailed project timeline and activities. **As a community-based fund, the tone of your application will be less academic than a purely academic research fund.**

#5. Keep the evaluation criteria and principles of engagement top of mind

Each section of the full application addresses an evaluation criterion. As you develop your answers, ensure you are addressing the key criteria for that section and the associated principles of engagement. It might help to pretend you are a reviewer reviewing your proposal. On which criteria does your proposal score highest? What needs more clarification or development? Do this exercise early so you have time to revise.

How Proposals Are Evaluated

CUES proposals are adjudicated by a multidisciplinary review panel composed of UBC faculty and staff, and local community representatives. All proposals are initially reviewed and scored by three separate reviewers, using the evaluation criteria listed below. A review panel then convenes to finalize rankings of applications and make recommendations for funding.

A total funding envelope of \$500,000 is available for the 2021/2022 intake across both streams.

Evaluation Criteria

CUES applications will be evaluated according to the criteria below (see Table 1), using the following rankings:

- 5 – Outstanding
- 4 – Excellent
- 3 – Very Good
- 2 – Fair
- 1 – Poor

Proposals may receive up to 5 points for each of the 5 evaluation criteria, to a maximum total score of 25. A score of “Outstanding” or “5” will fulfill the Key Criteria, while also making clear linkages to the Principles of Engagement:

Reciprocity Exchanging resources and knowledge in a manner that benefits everyone involved.

Flexibility and Openness to Learn Listening to and learning from each other, admitting and addressing mistakes, and adapting approaches in response to changing context, needs or priorities.

Transparency Having clear, honest, and ongoing dialogue about process, ownership, access and motivation.

Diversity and Inclusion Listening to and learning from communities that have been disadvantaged, marginalized and/or excluded. Recognizing, respecting and valuing diverse knowledges, experiences and contexts.

Table 1: Evaluation Rubric

Evaluation Criteria	Key Criteria
Community Opportunity	Directly addresses a well-defined, community-identified opportunity, priority area or need.
	Demonstrates a commitment to engage with equity-deserving groups and communities.
Partnership Viability (Explore stream) or Sustainability (Sustain stream)	Explore Stream: Articulates a clear commitment and desire to explore a new relationship.
	Sustain Stream: Articulates how the proposed work will build on and sustain an existing relationship.
Community Benefit	Clearly articulates how the project will benefit the community partner(s) and affected communities.
	Includes a plan and principled approach to engagement with community partner(s) and any affected communities.
	Presents a community-driven approach for evaluating proposed activities and outcomes for communities.
Reciprocity & Resource Sharing	Clearly identifies each partner’s respective and shared goals and how they will work together towards mutual benefit.
	Demonstrates equitable sharing of resources (funding, expertise, space, etc.) between and among partners.
Project Feasibility	Includes a detailed timeline of all relevant activities, and shows their connection to reasonable and achievable outcomes.
	Provides a reasonable and appropriate budget that reflects community priorities and is clearly linked to proposed activities.

What to Expect if You're Funded

Previous years have shown us that this is a competitive fund where the total number of applications will be greater than the funds available.

Successful applicants will receive a notice of award by **March 15, 2022** and will be asked to submit an invoice from the community organization that will receive the funds.

The first installment of the fund (75%) will be dispersed in April 2022. The second installment (25%) will be disbursed upon completion of the interim meeting, midway through the proposed project timeline.

CUES project periods must begin no more than 60 days after the funds are received and cannot exceed 18 months from the date of receipt. 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).

Reporting requirements

CUES funding agreements include two stages of reporting:

Reporting Requirement	Purpose
<p>Interim meeting with UBC Community Engagement (virtual or in-person)</p> <p><i>To be scheduled midway through the proposed project, with some flexibility.</i></p>	<p>To check in on progress and identify any challenges or needs for additional support.</p>
<p>Final Project Report: Outcomes and Benefits</p> <p><i>To be submitted no more than 3 months following project completion.</i></p>	<p>The final Project Report should include the following:</p> <ul style="list-style-type: none"> • The original aims of the project • Who was involved and why • What needs you did you address, and what did you achieve together? (Describe outcomes and benefits.) • How CUES funds were used to support these outcomes and benefits.

In addition, CUES recipients are asked to notify us of any final publications, reports, event materials, audio/video productions, etc. developed with the support of CUES funding. With permission, UBC Community Engagement may share these as examples of work supported by the program.

Contact Us

We are always happy to hear from potential applicants and discuss the details of your partnership or proposal. Please contact the UBC Community Engagement Office (cues.fund@ubc.ca).