

Community University Engagement Support fund – Sample Notice of Intent 2023

**THIS IS A SAMPLE NOTICE OF INTENT.
Use this form to prepare your responses.
Please do not use this form to submit a Notice of Intent.
[Click here to access the online submission form.](#)**

The Notice of Intent (NOI) is an administrative requirement to be eligible for CUES funding. Details collected in this NOI will support preparation of the review process and will not be evaluated. Please ensure that you speak with your co-applicants *before* you submit a NOI; once submitted, a copy of this form will be sent to both co-applicants.

All NOI forms for the 2023/24 cohort must be received by **September 22, 2023**.

For more details about the Community University Engagement Support (CUES) fund, [click here](#).

About the Project

Project Title:

Project Amount (max \$25,000):

Community Partner Co- Applicant

Organization Name:

First Name:

Last Name:

Position/Title:

Email:

Phone:

Is the community partner a [registered charity](#) or [other qualified donee](#)?

- Yes, the community organization is a registered charitable organization or other qualified donee
- No *
- Not sure *

* The community partner must be a registered charity or other qualified donee. If you answered No or Not sure to the above question, please contact cues.fund@ubc.ca to discuss your options.

UBC Partner Co- Applicant

First Name:

Last Name:

Email:

Phone:

Affiliated UBC Campus:

- Vancouver
- Okanagan

Faculty/Unit name:

School/College/Institute/Centre (if applicable):

Department/Office (if applicable):

The UBC partner is a:

- Faculty member
- Staff member
- Post-doctoral fellow *
- Graduate student *
- Undergraduate student *

* If you are a student or a post-doctoral fellow applying for CUES funding, please ensure that a faculty member is willing to co-sign with you. Please provide details of your faculty advisor below:

Faculty Advisor Co- Applicant (if applicable)

First Name:

Last Name:

Position/Title:

Email:

Phone:

Faculty/Unit:

School/College/Institute/Centre (if applicable)

Department/Office (if applicable)

Brief Project Description

Information in this section is collected solely to help us identify relevant reviewers for your proposal and will *not* be evaluated.

Please describe your project (1200 characters max)

Additional Project Information

Topic Areas | Key Words (maximum 4 choices)

Please select the most relevant key words to help us to recruit reviewers with expertise in the area of your proposal.

- Education
- Environment and Sustainability
- Health and Medicine
- History
- Languages
- Law
- Performing Arts
- Planning and Community Development
- Policy and Advocacy
- Social Work
- Technology
- Other – please specify

Does your project involve targeted engagement with any specific group(s) of people? In other words, are there specific communities, groups, or individuals who will be involved in, be engaged in, or benefit from your project activities?

- Yes, it does involve targeted engagement with specific group(s)
- No, my project does not engage any specific group in a targeted manner

If you answered Yes to the above:

Community/Population | Key words (maximum choices)

Please identify the specific groups who will be involved, engaged in, or will benefit from your work in your project application.

- Children and Youth
- Downtown Eastside communities
- People with disabilities and/or Health Issues
- Immigrants and/or Refugees
- Indigenous communities
- LGBTQ2S+ communities
- Older Adults and/or Elders
- Racialized communities
- Other. If none of these categories capture the specific group(s) you seek to engage, please elaborate:

Optional: If you would like to elaborate further on your selected category(ies), please provide up to 3 additional keywords or key phrases:

Academic Activities |

As we seek to understand the variety of engagement projects undertaken on campus, we would like to know what kind of academic activities your project is connected to. Which category(ies) best describes the types of academic activities associated with your project? Applicants can select multiple activities.

Engaged Research: Research activities that are grounded in the needs, issues, concerns, and strategies of communities and the community-based organizations that serve them. Projects may include, but are not limited to:

- Community engaged and community-based research
- Knowledge exchange and translation activities
- Practice-based participatory research

Engaged Learning: Teaching and learning projects linked to community-identified needs and priorities. Projects may include, but are not limited to:

- Practice-based learning
- Community engaged learning
- Course-based placements

Public and Civic Engagement: Activities that promote and sustain public and civic engagement with the university. Projects may include, but are not limited to:

- Public dialogue
- Citizen science
- Multi-sectorial roundtables

SAMPLE