

SAMPLE CUES FUND APPLICATION FORM

NOTE: PLEASE ENSURE THAT YOU HAVE ALREADY SUBMITTED A NOTICE OF INTENT (NOI) BY SEPTEMBER 22, 2023. COMPLETION OF THE APPLICATION FORM IS STEP TWO OF THE PROCESS AND SHOULD ONLY BE DONE AFTER SUBMITTING THE NOTICE OF INTENT.

Completed Application Forms are due by [December 15, 2023](#).

Please read the accompanying [Applicant Guide](#) carefully before completing this application.

Use this document to prepare your answers for uploading into the CUES 2023 webform. Please ensure you complete all sections in this application.

- Section 1: Project and co-applicant information
- Section 2: Short project description
- Section 3: Application questions
- Section 4: Budget
- Section 5: Confirmation and declaration

If you have any questions about this process, please contact us at cues.fund@ubc.ca.

1. Project and Co-Applicant Information

PROJECT TITLE	
COMMUNITY CO-APPLICANT / PARTNER	<p>Name of Community Partner Organization:</p> <p><i>Main Project Contact</i></p> <p>First name:</p> <p>Last name:</p> <p>Email:</p>
UBC CO-APPLICANT / PARTNER	<p>Name of UBC Faculty/Unit:</p> <p><i>Main Project Contact</i></p> <p>First name:</p> <p>Last name:</p> <p>Email:</p>
PLEASE LIST ANY ADDITIONAL PARTNERS	
<p>UBC Faculty Representative (<i>for UBC student and post-doctoral fellow co-applicants only</i>)</p> <p>Faculty representatives are required to read and review this proposal, then certify in Section 5 of this application form.</p>	<p>Name:</p> <p>Title:</p> <p>Email:</p>

Please be mindful of the character count for each question.

2. Short Project Description

<p>Please provide a public-facing, plain-language description of your project and the partners involved. What do you plan to do?</p> <p><i>If you receive funding, this description will appear on the UBC Community Engagement website and in other CUES promotional materials.</i></p> <p style="text-align: right;">1200 characters max</p>

3. Application Questions

1. Community Opportunity

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?

1200 characters max

2. Partnership Opportunity

How was the partnership formed? What are the shared goals and objectives that brought the collaborating parties together?

If this is an existing relationship, how have you collaborated in the past? What have been the outcomes of these past (or ongoing) collaborations? How will the proposed activities in this application build on the existing relationship and/or findings of previous collaborations?

1200 characters max

3. (a) Community Benefit

What are the expected community-level benefits and outcomes of your project?

These can be tangible products (e.g., outputs such as a document, report, or event) or intangible changes (e.g., new relationships, stronger connections, trust). Please indicate how you will evaluate the outcomes and benefits of the proposed project.

1200 characters max

3. (b) Community Benefit

How will your approaches to engagement include partners and relevant communities?

How will project partners foster an inclusive environment to ensure that diverse perspectives are integrated into your work and that participants are empowered to co-create impactful solutions?

1200 characters max

4. Academic Benefit

How will your project advance an area of academic study, teaching and learning delivery, public and civic engagement, or knowledge exchange practices at UBC?

1200 characters max

5. Reciprocity & Resource Sharing

CUES funds support mutually beneficial, ethical partnerships between community and university partners. In the table below, please briefly describe your partnership and how both community and university partners will be involved in the proposed project.

600 characters max in each box

	Community Partner	UBC Partner
What is your anticipated role in the proposed work?		

What resources (e.g., expertise, funding, space) do you bring to this work?		
What resources do you seek to access through this work?		

6. Project timeline

Please provide a comprehensive timeline that outlines specific activities, goals, and their corresponding outcomes. *(e.g. June 2023 community meeting to strategize the outreach event scheduled for October 2023).*

1200 characters max

4. Budget

Using the table below, please list all costs for your proposed project, and the key activities each item will support. If you will access any in-kind contributions from other sources, please identify them in the table.

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	In-kind (\$) (if applicable)
<i>Example: Facility/space rental</i>	500.00	\$300 – Rental of Community Hall \$200 – Chairs and tables	Community Gathering	
Total				

5. CUES Fund Confirmation and Declaration

Applicants are asked to certify that the information given on this application is true, correct and complete in every respect. If awarded the fund, we agree to abide by the established terms and conditions.

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

Name of Community Co-applicant

Date

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

Name of UBC Co-applicant

Date

NOTE: The section below is intended for proposals with a UBC student or post-doctoral fellow as the principal UBC co-applicant.

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

Name of UBC Faculty
Representative

Date