

QUICK START FUND FOR PUBLIC ENGAGEMENT

2022-23 Awards Guide

About the Quick Start Fund

Memorial University’s Quick Start Fund for Public Engagement offers up to \$2500 for projects that contribute to meeting the goals and objectives of Memorial’s [Public Engagement Framework](#) by increasing the capacity of our faculty, students and staff to collaborate with partners and stakeholders outside the University (i.e., the public).

The purpose of the fund is to support new public engagement partnerships, projects and initiatives and therefore may be used for such activities as preliminary meetings, events, service-learning or other activities that further [Memorial’s mission](#).

Timelines and Amounts

The total amount available in the Quick Start Fund for 2022-23 is \$50,000. The fund will run in 2 cycles: Fall (September) and Winter (January) with up to \$25,000 in total awarded during each round.

Eligibility

Proposals may be initiated by a faculty, staff, or student at Memorial University in partnership with one or more community (external) collaborators.

Sessional or contract employees may apply for funding as long as the contract end date is no less than three months after the project completion date. This period will allow enough time for final report submission.

Applicants may hold an open Accelerator and/or Catalyst Fund and a Quick Start Fund at the same time.

Applicants must indicate approval from a university supporter for their project. The university supporter agrees, on behalf of the applicant’s organization or unit, to accept administrative responsibility for the fund if awarded. Failure to secure appropriate support will render the application ineligible for funding.

Applicant	Supporter(s)
Faculty	Dean or Department Head
Staff	Director or Senior Administrator
Student	Departmental Administrator (e.g. Dept. Head) and Program Supervisor

Conditions

- Applicants who have been funded in a previous fiscal year must complete their Quick Start project and submit all required reports in order to be eligible to apply for new funding.
- Quick Start projects must be completed within one year of award.

Types of projects

The Quick Start Fund supports **new university-community collaborations** that address the goals and objectives of Memorial's Public Engagement Framework. Projects must demonstrate university-community collaboration, mutual contributions and mutual benefit.

Projects that actively engage external groups in project development and implementation are more likely to be funded than those that passively engage the public (e.g. outreach activities such as presentations or demonstrations, publications). The fund does not support: ongoing operations, travel to academic conferences.

Eligible Expenses

All types of expenses are considered eligible within the Quick Start Fund guidelines provided that they meet the following conditions:

- All expenses must be directly related to the funded project and a clear justification of expenses categories must be made, with a breakdown of costs within each category, per the budget template within the fund application.
- Equipment purchases are limited to no more than 10% of the proposed Quick Start project budget. Applicants requesting funds for equipment should take care to articulate how the equipment is critical for the project and how it will be used to support sustained engagement once the project is complete.
- Memorial faculty or staff salaries, wages, and/or benefits are not eligible.
- Expenses must adhere to all relevant Memorial policies and procedures found online at <https://www.mun.ca/policy/browse/policies/>

Application Process

Applicants are invited to submit a proposal via our online submission tool, [Survey Apply](#). The system allows you to save your progress and return to your application as many times as needed.

Adjudication

All eligible applications will be reviewed by a committee comprised of representatives from the Expert Working Group on Public Engagement which includes both internal and external members of Memorial University. The review committee makes recommendations to the Associate Vice-President, Public Engagement and External Relations, who approves the distribution of funds. Applicants can expect to receive notification within two to three weeks of fund closing date.

Review/Assessment Criteria

All applications must meet the following criteria:

- demonstrated alignment with at least one of the objectives of the [Public Engagement Framework](#)
- evidence of genuine engagement with community partners/collaborators (mutual contribution and mutual benefit)
- a clear connection to the academic mission of Memorial University
- feasible budget and timeline for the scope of the project

Administration of the Fund/Terms of Award

- Upon receiving a notification of award, recipients must return a signed acknowledgment form (Terms of Award) to the Office of Public Engagement indicating their decision to accept or decline the award; acceptance of the award requires agreement with the fund's terms and conditions.
- The project account is established in the department of the applicant.
- Successful applicants will be required to submit their project information to [Yaffle](#), Memorial's on-line connecting tool, upon return of signed terms of award.
- Successful applicants must agree to submit a Final Report on their work within 30 days of project completion using our reporting template on [Survey Apply](#).
- The Office of Public Engagement reserves the right to publish all or part of the project report or include information from the report in other publications.
- Successful applicants must agree to notify the Office of Public Engagement in the event of substantive changes to the funded project, and agree to return any unspent funds to the Office of Public Engagement.

For questions about this program, please contact:

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