

THE BIG SPLASH FUND

Applicant Guide

About the fund

[The Big Splash](#) is a year-long series of events and celebrations inspired by Memorial's world-leading ocean-based research, teaching and learning, and public engagement.

The purpose of The Big Splash Fund is to support existing or planned public-facing events/initiatives as well as to help organizers in creating new events/initiatives that fit with the Big Splash ocean theme.

The fund offers up to \$1,500 to support a broad range of event costs.

Timelines and amounts

The fund will run in two cycles: the first round will be launched in spring 2022 (May) and the second round will take place in fall 2022 (Sept.)

Eligible events/initiatives

The Big Splash Fund is primarily for public-facing events and initiatives that fit with the ocean theme noted above. Therefore, only events and initiatives that offer ample opportunity for public participation will be considered for funding.

This includes events and initiatives being organized by Memorial, as well those that are organized by public partners, if Memorial is involved as collaborator or co-organizer in the externally organized, or externally sponsored event/initiatives.

The program **does not support:**

- Research activities requiring human subjects and/or ethical review
- Events and initiatives that are primarily focused on internal audiences, such as thesis presentations, research symposia, academic conferences and others.

Applicant eligibility

A Memorial faculty or staff member must serve as principal applicant on the fund application.

Any faculty or staff member (including postdoctoral positions) of Memorial may apply for funding and applicants may be from any of Memorial's units or campuses.

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

All funds will be distributed to the Memorial organizer or co-organizer (principal applicant) and will be administered through the applicant's department/unit. The department head or director of the principal applicant must provide a letter of support. This ensures support for the event, and willingness to administer event funds (for fund disbursement/invoice processing, etc.)

Eligible expenses

All types of expenses are considered eligible within The Big Splash Fund guidelines, if they meet the following conditions:

- All expenses must be directly related to the funded project and a clear justification of expense categories must be made, with a breakdown of costs within each category, per the budget template located within the fund application.
- 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 brief proposal via the application template found on the Office of Public Engagement's online submission tool, [Survey Apply](#). The system allows you to save your progress and return to your application if needed.

Adjudication

All eligible applications will be reviewed by a committee comprised of representatives from the Big Splash steering committee. The review committee will make recommendations to the vice-president (advancement and external relations), who approves the distribution of funds. Applicants can expect to receive notification within one week of the fund's closing date.

Review/assessment criteria

All applications must meet all of the following criteria:

- Alignment with The Big Splash theme of ocean-related activities
- Evidence of ample opportunity for public participation
- A clear connection to at least one of the strategic goals contained within Memorial University's Strategic Plan, [Transforming Our Horizons](#) (located under the theme: **Commitment to Communities**—pages 27-28)
- Feasible budget and timeline for the scope of the project/event

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. Acceptance of the award requires agreement with the fund's terms and conditions.
- A non-research project account must be established in the department of the applicant.
- 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.
- Events must be completed within timeframe indicated in the application.

For questions about this fund, please contact Penny Cofield at engagement@mun.ca