VISION CONSORTIUM SMALL PROJECTS FUND 2024

For more information on the VISION SMALL PROJECT FUND and before you start your application, please ensure you read the following: [**vision.city.ac.uk/call-for-small-projects**](https://vision.city.ac.uk/call-for-small-projects)

1. **Applicants**

|  |
| --- |
| **Name of Lead Applicant:** |
| **Contact email:**  |
| **Job title:** |
| **Organisation**: |
| **Co-investigators' names:** |
| **Organisations of Co-investigators if applicable:** |
| **Start date**: not before 1st April 2024 | **End date**: not after 31st July 2025 |
| **Total amount of funding requested:**  |

1. **Project details**

|  |
| --- |
| **Title of project**: |

|  |
| --- |
| **Project proposal:** **(1000 words)**Suggested headings:1. Brief overview
2. Background and rationale
3. Aims and objectives
4. Outputs
5. Design and methods
6. Planned activities / Key activities timeline
7. Consideration of inclusion and ethics
 |

1. **Engagement and impact**

|  |
| --- |
| **Contribution / usefulness / potential impact (see also Guidance and Criteria):** Summarize the benefit / potential change resulting from the activity to external partners / policymakers – this can be during and after the project. **(300 words)** |

|  |
| --- |
| **External partnerships (non-academic):** Please give any additional details of external partners involved in this project, including your previous engagement with them. (Any contributions they are making (cash or in-kind) to the project, can be included here). **(200 words)** |

1. **Financial details – Please ensure the costs are approved by your financial support team**

|  |  |
| --- | --- |
| **Total amount requested:** | **£** |
| **Provide a summary breakdown of the proposed budget (all funding should be spent by 31st July 2025)** |
| **Item** | **Amount**  |
| *e.g. One day policy impact event at City: catering at £15pppday x 20 people* | **£** |
| *e.g. Travel for RA to York for fieldwork: train at £150, accom & subs @£150pn x 3 nights* | **£** |
| *e.g. Artists fees @ £300pd inc.vat x 3 days* | **£** |
| *e.g. Research Assistance: Grade 6:34 for 10 days* | **£** |
|  | **£** |
|  | **£** |
| **Total** | **£** |
| **Please ensure all costs included are confirmed by your financial support team** |

|  |
| --- |
| **Justification of resources: (200 words)**Put as detailed a breakdown of costs as possible in the table above. **Please complete this section** to enable reviewers to make informed judgements on whether requested resources are appropriate for the research proposed - you may be asked to reduce costs that are not necessary to deliver the proposed project. E.g. If requesting funding for staff, please justify why a researcher or technician is needed for the proposed work, and why the proposed time input is appropriate. E.g. If you plan to travel for your research or you are requesting funding for an event, explain why in-person attendance is needed, how the duration is appropriate, or how the event contributes to you meeting your objectives.  |

Applicant:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

**Application Deadline: 17:00, Wednesday 10th January 2024**

Please submit your application via email to:**VISION\_Management\_Team@city.ac.uk**

For any general queries about the fund requirements please contact:**VISION\_Management\_Team@city.ac.uk**

**Criteria for evaluation of applications:**

Applications are reviewed against the following criteria:

* **Capability** – Demonstration of skills and experience;
* **Design and methods** – Effectiveness of project design and methods;
* **Usefulness** – Timeliness and utility of the outcomes for partners working in the field and the ability of the project to meet external partners’ needs;
* **Strategy** – Alignment with the VISION Consortium’s objectives and strategic goals in research, innovation and engagement;
* **Inclusion and ethics** – Consideration given to principles of inclusion and diversity, and demonstrates awareness of ethical issues;
* **Value for money** – resources required appropriate and fully justified, including demonstrable investment (cash or in-kind) by partners, if appropriate; and
* **Delivery** – Timeframe and feasibility of delivering project given staff time, project duration and resources required, clarity of the proposal.