

Public Engagement Accelerator Fund Application Form

Please note: Hard copy applications to the Public Engagement Accelerator Fund are not accepted. This document is for reference only. Applications must be completed and submitted online at <https://publicengagementmemorial.fluidreview.com>

Applicant & External Partner Information

Principal Applicant/Contact

- Prefix Ms.
 Mr.
 Mrs.
 Dr.

First Name

Surname

Email

Telephone

Faculty/Unit

Department

Position

Affiliation

- Faculty
 Staff
 PhD Student

Status

If term appointed, please indicate anticipated end date below.

- Full time
- Part time
- Term Appointment
- Retired

End date, if known:

Co-applicants

Please indicate number of MUN co-applicants (if applicable).

- 1
- 2
- 3

Co-Applicant 1

- Prefix
- Ms.
 - Mr.
 - Mrs.
 - Dr.

First Name

Surname

Email

Telephone

Faculty/Unit

Department

Position

Co-Applicant 2

Prefix Ms.
 Mr.
 Mrs.
 Dr.

First Name

Surname

Email

Telephone

Faculty/Unit

Department

Position

Co-Applicant 3

Prefix Ms.
 Mr.
 Mrs.
 Dr.

First Name

Surname

Email

Telephone

Faculty/Unit

Department

Position

External Partner Organization/Contact

Prefix Ms.
 Mr.
 Mrs.
 Dr.

First Name

Surname

Email

Telephone

Organization

Department (if applicable)

Position

Project Information

Project Title

Project Summary

Please provide a brief description of your project (maximum 300 words).

Project Objectives

Please list the objectives of your project (maximum 300 words).

Please describe how this project will involve mutual contribution by all partners and collaborators.

(maximum 500 words)

Please describe how this project will result in mutual benefit for all partners and collaborators.

(maximum 500 words)

Relevant PEF Objectives

Choose a maximum of three objectives from Memorial's Public Engagement Framework goals below that are the most relevant to the nominated project, partnership or program:

Goal 1. Make a positive difference in our communities, province, country and world.

- 1.1 Be a leader nationally and internationally in developing policies and programs that value and support effective public engagement.
- 1.2 Develop and improve processes, tools and resources to recognize and understand public needs, opportunities and priorities.
- 1.3 Mobilize knowledge, expertise and resources in support of the public good: social, health, economic, cultural and environmental.
- 1.4 Mobilize knowledge, expertise and resources in support of innovation and economic diversification.
- 1.5 Mobilize knowledge, expertise and resources to support the ability of individuals, groups, organizations and communities to participate in good governance.
- 1.6 Facilitate and participate in informed public dialogue.
- 1.7 Connect university expertise to non-degree and diploma learning opportunities.
- 1.8 Allocate available resources to areas of public engagement priority and seek incremental resources where priority areas are not adequately satisfied.

Goal 2. Mobilize Memorial for public engagement.

- 2.1 Create a culture throughout Memorial that values, facilitates and celebrates public engagement.
- 2.2 Develop and improve policies, structures and systems throughout Memorial that support public engagement.

- 2.3 Develop new and strengthen existing policies, tools and practices to support, encourage and celebrate faculty public engagement activities.
- 2.4 Increase and enhance experiential learning opportunities for students.
- 2.5 Support, encourage and celebrate undergraduate and graduate student public engagement activities.
- 2.6 Support, encourage and celebrate staff public engagement activities.
- 2.7 Provide training and mentoring in public engagement best practices for undergraduate and graduate students, faculty and staff.

Goal 3. Cultivate the conditions for the public to engage with us.

- 3.1 Work with others to identify strengths and limitations and provide appropriate supports to facilitate public engagement.
- 3.2 Contribute to building greater capacity for our external partners and collaborators through public engagement activities.
- 3.3 Collaborate with the College of the North Atlantic to harness our respective strengths in support of public engagement activities as a unified public post-secondary system for the province.
- 3.4 Recognize and celebrate our external public engagement partners and collaborators.

Goal 4. Build, strengthen and sustain the bridges for public engagement.

- 4.1 Enable sustained, responsive and coordinated public engagement partnerships.
- 4.2 Facilitate greater use of on-campus and off-campus facilities and resources through increased access, outreach and partnerships.
- 4.3 Increase ways for those outside Memorial to understand university systems and culture.
- 4.4 Increase ways for those outside Memorial to inform university decision-making.
- 4.5 Increase tracking and communication of Memorial's public engagement resources, expertise and offerings.
- 4.6 Increase opportunities for and celebration of public engagement participation and contributions by Memorial's alumni and other champions.

Comment on how this project will contribute to meeting the indicated objectives.

(max 500 words)

Please describe how your project helps Memorial University meet its mission and fulfill its special obligation to the province.

(max. 300 words)

Please describe the anticipated project activities.

Please outline project activities, timelines, projected inputs and outcomes. Please note: research projects and activities require human or animal subjects and/or ethical review are not supported under the Accelerator Fund for Public Engagement. (max. 500 words)

Please describe the partnership.

Is this a new partnership, or does the project develop an existing partnership? What is the partnership history? (max. 300 words)

Please comment on the novelty or innovation of the proposed project.

Is this a new idea, or one that builds on previous ideas/activities? Does it contribute to existing knowledge and relationships? (max. 300 words)

Please comment on the sustainability of the project.

Is there a plan to support this activity into the future? (maximum 300 words)

Additional Collaborators

Please provide the information for any confirmed additional project collaborators here. These may be partners from within or outside the University.

Do you have any other collaborators in addition to the External Collaborator?

(Up to 4)

- 1
- 2
- 3
- 4

Collaborator 2 Contact Information

Name	<input type="text"/>
Organization/Affiliation	<input type="text"/>
Email	<input type="text"/>
Telephone	<input type="text"/>

Collaborator 3 Contact Information

Name	<input type="text"/>
Organization/Affiliation	<input type="text"/>
Email	<input type="text"/>
Telephone	<input type="text"/>

Collaborator 4 Contact Information

Name	<input type="text"/>
Organization/Affiliation	<input type="text"/>
Email	<input type="text"/>
Telephone	<input type="text"/>

Collaborator 5 Contact Information

Name	<input type="text"/>
Organization/Affiliation	<input type="text"/>
Email	<input type="text"/>

Telephone

Are there any students involved with this project?

- Yes
- No

Please provide details of student involvement.

Project Schedule, Budget and Contributions

Please provide details about the timeline of your project, your projected budget and any other funding sources and contributions.

Project Schedule

Proposed project start date

___/___/___ (YYYY/MM/DD)

Proposed project end date

___/___/___ (YYYY/MM/DD)

Schedule Status

- Estimated
- Confirmed

Comments

Budget & Contributions

Total cost of project

Financial contributions from other sources

If you have received any financial contributions from other sources, please select the number (up to 5) from the pulldown menu, and fill in the amount and name of the source.

Financial contributions received from other sources: 1
 2
 3
 4
 5

Financial Contribution 1

Amount of Contribution

Source

Has this contribution been confirmed? Yes
 No

Financial Contribution 2

Amount of Contribution

Source

Has this contribution been confirmed?

- Yes
 No

Financial Contribution 3

Amount of Contribution

Source

Has this contribution been confirmed?

- Yes
 No

Financial Contribution 4

Amount of Contribution

Source

Has this contribution been confirmed?

- Yes
 No

Financial Contribution 5

Amount of Contribution

Source

Has this contribution been confirmed?

- Yes
 No

Amount requested from the Accelerator Fund for Public Engagement

Proposed budget

Please indicate the intended uses of the Public Engagement Accelerator funds. Please select the number of budget categories (e.g. "Materials", "Travel", "Student assistance", "Other") and provide the justification (as it pertains to the engagement objectives of the project) and breakdown of anticipated costs per category where applicable.

- Budget Categories
- 1
 - 2
 - 3
 - 4
 - 5
 - 6
 - 7
 - 8
 - 9
 - 10

Budget item 1

Budget category

Amount (\$)

Justification

Budget item 2

Budget category

Amount (\$)

Justification

Budget item 3

Budget category

Amount (\$)

Justification

Budget item 4

Budget category

Amount (\$)

Justification

Budget item 5

Budget category

Amount (\$)

Justification

Budget item 6

Budget category

Amount (\$)

Justification

Budget item 7

Budget category

Amount (\$)

Justification

Budget item 8

Budget category

Amount (\$)

Justification

Budget item 9

Budget category

Amount (\$)

Justification

Budget item 10

Budget category

Amount (\$)

Justification

Describe any other funding sources have you considered for this project.

If you applied, indicate the status of your proposal. If you did not apply, explain why.

In-kind Contributions

If you have received or are providing any in-kind contributions, please select the number (up to 5) from the pulldown menu, and fill in the appropriate fields.

- In-kind contributions provided by the applicant or by collaborators:
- 1
 - 2
 - 3
 - 4
 - 5

In-kind Contribution 1

Contribution (\$)

Source and Description of Contribution

Have these contributions been confirmed? Yes
 No

In-kind Contribution 2

Contribution (\$)

Source and Description of Contribution

Have these contributions been confirmed? Yes
 No

In-kind Contribution 3

Contribution (\$)

Source and Description of Contribution

Have these contributions been confirmed? Yes
 No

In-kind Contribution 4

Contribution (\$)

Source and Description of Contribution

Have these contributions been confirmed? Yes

No

In-kind Contribution 5

Contribution (\$)

Source and Description of Contribution

Have these contributions been confirmed? Yes

No

Terms & Conditions

By submitting this application the principal applicant agrees that if awarded funding, they shall: Commence the project within two months of the date of notification of award. Complete report submission via our on-line reporting form as per fund guidelines (including evaluation data from the project) and enter the project information into Yaffle. Acknowledge the support of Memorial's Public Engagement Accelerator Fund in any and all communications related to the project. Acknowledge that the Office of Public Engagement (OPE) has the right to use all or portions of submitted materials on our website and through other communications channels. Use the funding provided for the purposes as proposed and according to university and fund guidelines. Notify OPE in case of changes to the substance or timeline of the project and accept that failure to complete the project as per original proposal may result in the termination of award funding. Return unspent funds to OPE after the project has been completed or terminated. Accept that the funding allocation will be dispersed in two installments. 70% percent of the funding will be released upon the receipt of a signed award form; the remaining 30% will be released on completion of deliverables.

I understand and agree to the Terms & Conditions above.

SAMPLE