



## Call for Mini-Grant Funding Bids

There is growing pressure and expectation on the higher education (HE) sector to respond to the sustainability challenge and consider how best to embed sustainable development into policies and practices, not least in learning and teaching and curricula. To that end, the Higher Education Academy's Education for Sustainable Development (ESD) Project is continuing to support a programme of development activity and capacity building so as to better assist institutions and subject communities in their development of curricula and pedagogy to equip students with the skills and knowledge to live and work sustainably. This recognises the importance of increasing 'sustainability literacy' among students and the growing demand for sustainability skills among employers.

As background, prospective applicants are encouraged to see the Higher Education Academy's report (2008), *Employable Graduates for Responsible Employers*:

<http://www.heacademy.ac.uk/assets/York/documents/ourwork/tla/sustainability/EmployableGraduates2008.pdf>

The Higher Education Academy's ESD Project invites applications for the funding of mini-grants designed to develop small-scale work in one or more of these areas:

- Explore the links between employability and sustainability in the curriculum and the potential for innovation and development in this area
- Link sustainability with careers advice and student volunteering
- Critique, develop and explore the notion and substance of sustainability literacy skills and how best to embed this area in the curriculum
- Support student outreach programmes and integrate off-campus activity into programmes

The ESD Project is setting aside £15k for grants in this Tranche; the maximum funding for any single proposal will be £2.5k.

## 1. Guidelines

### 1.1 Key dates

**Applications should be submitted by noon Friday 23 April 2008.** Applicants will be informed by Friday 9 May 2008. It is expected that projects will be completed by 30 June 2009.

### 1.2 Proposal form

Proposals should be submitted via the proposal form and must be presented both in hard copy and electronically by email attachment. Electronic versions of the completed forms should be sent to your relevant Subject Centre and copied to Heather Witham, the ESD Project Coordinator ([sustainability@heacademy.ac.uk](mailto:sustainability@heacademy.ac.uk)). **Only fully completed (electronic) proposal forms that reach the ESD Project Coordinator by the stated deadline will be eligible for consideration** (we will accept a hard copy after the date, but this must be submitted to receive consideration). Hard copies should be sent to: Dr Simon Smith, Subject Centre for Philosophical and Religious Studies, Department of Theology and Religious Studies, University of Leeds, Leeds. LS2 9JT.

### 1.3 Who can apply?

Any academic or group of academics involved in teaching at undergraduate and/or postgraduate level in the UK (either in an HE institution, or an FE institution delivering HE programmes) is eligible to apply. Bidders may wish to contact their Subject Centre (see <http://www.heacademy.ac.uk/ourwork/networks/subjectcentres>) for advice on bidding.

### 1.4 Budget

No overheads may be charged. The grants may be used to fund the following costs:

- Travel and subsistence expenses
- Administrative and technical assistance
- Replacement teaching costs
- Costs of consumable items
- Costs arising from attendance at conferences where attendance is demonstrably an integral element of the project
- Dissemination and evaluation costs

## 1.5 Selection criteria

Evidence of the following criteria will be sought in evaluating project bids:

- Relevance of the project to one or more of the four areas outlined on page 1
  - Proposal sets out clearly what the project is intended to achieve
  - Proposal is feasible and practical
  - Project or research methods to be used
  - Proposal takes account of the existing literature and practice elsewhere in the UK
- Potential benefit to at least one academic discipline in the field of ESD
  - Outcomes and deliverables
  - Likely extent of take-up
  - Rationale for embedding the outcomes of the project in the appropriate subject communities
- Dissemination
  - Clearly stated, cost effective, and appropriate dissemination plans
  - The outputs from the project must be freely available, including to the Academy ESD Project for purposes of dissemination
- Monitoring and Evaluation
  - Incorporates a system for monitoring and evaluating the progress and outcomes of the project
- Costs and value for money
  - Justification for the funding requested
  - Any additional funding and resources provided (such as from the host department and/or institution)
  - Value for money

## 2. Selection process

- Once proposals have been received by the Project Team, they will be checked for completeness and appropriateness for the criteria.
- Proposals will then be ranked according to the criteria by the Project Planning Group. Members of the Planning Group will not be allowed to rank those bids from their own subject communities.
- In the first instance, the best bid from subject communities representing each Subject Centre as decided by the Project Planning Group, will be considered. If there are insufficient fundable bids presented, the second highest ranked bid from subject communities representing each Subject Centre will be considered. This process will continue until all funding is allocated, or there are no more fundable bids remaining.

- Authors of unsuccessful proposals will be given feedback on why the project was not funded.
- For successful proposals, the Project Team will draw up a Statement of Responsibilities to be signed by the grant holder, and the ESD Programme Manager.

### **3. Running projects**

#### **3.1 Responsibilities of grant holder**

The grant holder will be responsible for carrying out the project in a timely and financially accountable manner, including completing deliverables and dissemination activities and full disclosure of the work to the Project Team. The intellectual property rights will normally remain with the grant holder, although they must credit the Higher Education Academy for assistance where relevant in any disseminated or published materials and allow full publication via print and electronic means of the final report.

#### **3.2 Monitoring project progress**

The ESD Project Coordinator will liaise with the grant holder on the progress of the project, and will monitor progress against plan and advise the grant holder as appropriate. The grant holder will be required to submit one interim progress reports to the Project Coordinator. Any disagreements between the grant holder and the Subject Centre will be referred to the Project Planning Group for arbitration.

#### **3.3 Financial arrangements**

The payment of monies will be made on a sub-contract basis from the PRS Subject Centre based at University of Leeds from the ESD Project grant paid by the HE Academy. The expectation is that no payments will be made for overheads. Payment of grants will be made as follows:

- One half of the agreed sum will be paid on the agreement of the statement of responsibilities.
- The remaining half will be paid on completion of all deliverables of the project.
- Any funds unspent at the end of the project will be retained by the PRS Subject Centre.
- Funds must be claimed by invoice from the host institution.