**Ignite Funding FAQs – The Cultural Institute**

**Round 7 – Deadline for applications 18 November 2016**

**What outcomes do Ignite projects need to achieve?**

We want to fund projects that have a clear focus on developing an effective working relationship between the University and external organisation(s) to support engaging, relevant and impactful research. Successful projects will achieve clear benefits and impacts for both the University and the external partner(s). All projects should provide the opportunity to explore ideas and areas for development, to work with external partners to improve the quality of our research and demonstrate how they can form the basis of a potentially fundable longer term project plan or programme of activity.

**What criteria must successful applications meet?**

We expect to fund projects that fulfil the following essential criteria:
- Led by academics based in either the Faculty of Arts or PVAC
- Demonstrate that they will develop an effective working relationship between the University and external (non-HEI) organisation(s)
- Demonstrate how the project will explore ideas and areas for development
- Demonstrate how the project will form the basis of a potentially fundable longer term project plan or programme of activity
- Demonstrate how the project/partnership links to their existing area of research
- Demonstrate how impacts for both the University and the external partner(s) will be evaluated

In addition we will give priority to applications that fulfil one or more of the following additional criteria:
- Involves academic staff from more than one Faculty (costings can include funding to cover R&D time for colleagues that haven’t worked together before)
- Has an employability element for UG, PGT students or PGRs
- Includes a University of Leeds cultural facility, event or resource as a research partner.

**How much can I apply for?**

Ignite funding is available for projects of between £500 and £2000 to develop a relationship with named partner(s).

**When does Ignite funding have to be spent?**

All funding from Ignite 7 should be spent by 31st July 2017. This means any funded activity must have been delivered and any orders raised and goods receipted by this date. We can provide advice to applicants prior to submitting an application to design an appropriate project budget and timeline.
Do you support projects that involve academics outside of the Faculties of Arts and PVAC?

Projects must be led by academics based in either the Faculty of Arts or PVAC; however we welcome projects that also involve collaboration with academics from other faculties within the University of Leeds and from other universities.

Do you support projects that are not linked to research or which are focussed only on student engagement?

No, the purpose of the Ignite funding is to help to develop impactful research; therefore your application must clearly demonstrate that this is the primary outcome of your project. Student engagement or opportunities for internships and employability skills may form part of your project activities, but it must not be the sole outcome or aim of your project. If your project primarily benefits students, you should approach the University Careers Centre or your Faculty Learning and Teaching Enhancement Officer for advice and support.

Do you offer more than funding support?

If you are successful in receiving an Ignite grant, you can expect The Cultural Institute to be engaged with your project and to help you develop and evaluate it for maximum impact. If required, we can also provide advice to applicants who have not been successful in order to develop their projects in other ways. The extent of the support we offer will vary depending on the nature of the project.

Can I make or participate in more than one application?

Academics are free to participate in multiple projects and to make multiple applications. However, we will only be making a limited number of Ignite grants throughout the year and we would like to see these spread across a range of applicants, schools and organisations. As a result, if you are considering leading multiple applications, we would encourage you to consider a) consolidating your project ideas into a single approach or b) focusing on developing the single idea which you believe has the most potential. If your application is not approved in one round of funding, you would be welcome to submit a more developed proposal in future rounds or we may advise you to make an application in a future round.

Can I apply for the continuation of a project previously funded by Ignite?

Ignite is designed to provide the funding for a step change in the development of a project partnership, working towards the development of research impact with a view to accessing other sources of funding to take the project forward. We would consider an application for additional funding only if 1) the project shows significant development from the original application and 2) that no other source of funding can be identified. We are expecting this round to be highly competitive and when assessing applications with equal merit it is very likely that an applicant who has not previously been funded will take priority.
When should I apply for funding?

Round 7 is now open for applications. The deadline for receipt of applications is 18th November 2016.

I was unsuccessful in applying to Ignite in a previous round. Can I apply again?

Yes - applicants are eligible to re-apply with a different project proposal so long as they meet the eligibility criteria. Re-submission of revised project proposals may also be made following discussion with The Cultural Institute; however this will not guarantee a successful award.

What are the conditions of the grant?

If you are successful in achieving an Ignite Award, the following conditions apply:

- All funding must be spent by 31st July 2017 (with orders raised and goods receipted). This date is non-negotiable.
- The Cultural Institute will not cover any costs above the value of your grant award.
- All literature, publicity and web presence etc. of your project must include the University of Leeds logo and credit The Cultural Institute funding with the phrase:

  *The Cultural Institute, University of Leeds*

- All non-disposable equipment or capital items (e.g. computer hardware/software, audio-visual equipment etc) purchased as part of your project are the property of The Cultural Institute and must be returned to The Cultural Institute offices on completion of your project.
- Completion and return of a monitoring form at the end of your project.
- All successful Ignite applications will be anonymised and will be made available on request for the use of monitoring and training.

How do I submit my end of grant monitoring form?

The Cultural Institute will contact you towards the end of your project with details of the monitoring form. Monitoring forms are completed online and will take around 15 minutes to complete.

Where can I get advice about how to develop/write my application?

We suggest that you discuss your application before submission with your impact director

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<th>PVAC Impact Directors</th>
<th>Arts Impact Directors</th>
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<tr>
<td>PCI – Garry Lyons</td>
<td>English – Matt Boswell</td>
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<td>FAHACS – Mark Westgarth</td>
<td>History – Pete Maw</td>
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<td>Design – Kishore Budha</td>
<td>PRHS – Jamie Stark</td>
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<td>Music – Simon Baines</td>
<td>SLCS – Bogdan Babych</td>
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<td>SMC - Stephen Coleman</td>
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How soon will I find out if my application has been successful?

We are usually able to inform applicants of the outcome of their application within two weeks of the deadline date.
**Additional guidance on spend and costing**

**Money has been spent when:**

A purchase order has been raised and accounts have been informed that goods have been receipted i.e. the product has been received or the services completed. An invoice alone is not sufficient.

Once accounts are informed that goods have been received they will release payment against invoices. So if goods/services have not been received and we are unhappy with the work it will be problematic to stop the payment. Therefore, please arrange staged payments against agreed milestones wherever possible instead of waiting until the end of the project to raise orders.

**Student internships**

A student intern can only be hired for a period of up to three months (12 weeks). They can be hired on flexible hours and are categorized as a worker rather than an employee of the University.

If you are uncertain of how many hours you will require your intern to deliver over the period of the project, you should pay your interns using a time-sheet system, which you will need to manage with your School administrator. However, if you have agreed a fixed number of hours to be delivered, the intern can more simply be set up to automatically be paid on a monthly lump sum payment spread over the 3 months of their work.

The rate of pay for interns on Ignite funded projects is fixed at £8.25 in line with university standard rates, this is how much the intern will actually receive before tax and should be the rate advertised in internship job descriptions. However, when factoring intern costs into your application budget please be aware that you will be expected to cover the full costs of contracting the intern (NI, pension, holiday pay) For the purposes of your budget you should therefore calculate a total cost to your project of £10.25 an hour for interns to account for these additional charges.