**Creative Industries Seed Fund 2019-2020**

**Guidance Notes**

**Closing Dates: Thursday 21 November 2019 (6th week, Trinity Term), Thursday 27 February 2020 (6th week, Hilary Term) and Thursday 4 June 2020 (6th week, Trinity Term).**

**Introduction**

1. The Creative Industries Seed Fund is an internal grant scheme to support research, knowledge exchange and public engagement with research projects with UK and international creative organisations. It is supported by the budget from HEIF. The total amount of available funding for 2019-2020 is £5,000.
2. The objectives for this fund are to:
	1. Develop new, and consolidate existing, research collaborations with the UK and/or international creative sector.
	2. Increase the number of researchers actively engaged in conversations, workshops and projects with the UK and/or international creative sector.
	3. Provide a ladder of engagement, enabling researchers to trial ideas and develop collaborative projects which may be continued after the end of initial seed funding.
	4. Demonstrate the breadth of collaborative opportunities with the UK and/or international creative sector across different disciplines.
	5. Support agenda-setting interdisciplinary critical debate and discussion of the Creative Industries.
3. The Creative Industries Seed Fund is designed to support the ambitions of [TORCH and connect with other research networks, programmes and groups active in the University.](https://heritage.web.ox.ac.uk/)
4. Applications from those new to, or experienced in, collaborations with UK and international creative organisations are welcome.
5. The Creative Industries sector is defined as a broad range of organisations that includes:



1. There will be three application cycles in 2019-20. The ‘Conversations Fund’ will be open for rolling applications. The Creative Industries ‘Projects’ Seed Fund will be open for rolling applications with deadlines of noon on Thursday 21 November 2019 (6th week, Michaelmas Term), Thursday 27 February 2020 (6th week, Hilary Term) and Thursday 4 June 2020 (6th week, Trinity Term). Decisions will be announced in December 2019, March 2020 and June 2020 respectively.
2. There will be two levels of grant available:
	1. **Conversations**: Up to £200 per application which is available to enable researchers to travel for exploratory meetings with potential partners in the UK and/or international Creative Industries sector. This fund can also support travel from external partners to Oxford.
	2. **Projects**: Up to £2,000 per application to enable researchers to develop and deliver collaborative projects with external partners. These projects can be stand alone, or be used as proof-of-concept for larger-scale funding applications.
3. The applicant must be a researcher at the collegiate university. This includes DPhil students, Early Career Researchers, teaching staff and Faculty members. DPhil applicants will require support from their supervisor, and the active engagement of a member of staff. Applications that are interdisciplinary and include participants from different Divisions of the university are especially welcome.
4. Applicants for ‘Project’ funding must be working with an industry partner from outside the university.
5. For proposals where the lead applicant is from outside the Humanities Division, a participant from a relevant Humanities discipline must be included.
6. Enquiries are welcome at any time; contact details provided at the end of this document. Applicants may also seek support for developing their projects through the [Oxford University Heritage Network](https://heritage.web.ox.ac.uk/), [Business Engagement and Partnerships](https://www.torch.ox.ac.uk/business-engagement-partnerships#tab-954176) and [TORCH funding opportunities](https://www.torch.ox.ac.uk/funding-opportunities-0).
7. College based activities can occur, but funds must be managed through a Faculty or Department.

**Project Proposal**

1. **Project Funds** can be requested to:
	1. Develop or pilot new collaborative projects with the UK and/or international Creative Industries sector, or;
	2. Improve/enhance existing activity with the UK and/or international Creative Industries sector.
2. Applicants will need to provide a PDF Case for Support document to attach to the online form structured as follows:
	1. A **Project Proposal** (500 words) outlining:
		1. A plan of how you will collaborate with your partner(s) in the UK and/or international Creative Industries sector.
		2. A description of how this project will benefit your research, and, where appropriate, identifying research outputs that may arise from the project.
		3. Opportunities for Knowledge Exchange and Public Engagement with Research activities.
		4. The potential legacy of the project to continue the activities beyond the duration and scope of the proposed Creative Industries Seed Funded activities.
	2. A **Partner Statement** (200 words) that answers, from the partner’s perspective, why they need academic expertise, and how it will benefit their organisation. This statement must be written by, and/or agreed with, the partner.
	3. A **Breakdown & Justification of Expenses** which clearly outlines the direct costs required to develop and deliver the project.

**Reporting Requirements**

1. Summary details of the Awards made will be published via internal and external communications channels.
2. All awardees are required to share updates on their project, which will be publicised through the TORCH website where appropriate. Awardees are encouraged to take photos and videos throughout the process, and to contribute to case studies and blog posts.
3. Awardees will be known as Creative Industries Ambassadors and will be invited to present experiences at researcher-led surgeries in TORCH.
4. Awardees are required to provide a final project report (a template will be provided) and may be asked to present their work at an event.

**Application Process**

1. Applications for **projects** are submitted via the University’s Internal Research Award Management System (IRAMS).
2. This is a two-part process:
	1. Complete the online application form.
	2. Upload the Case for Support in PDF format (using the Word template available in IRAMS application system; which should be saved to PDF before submitting), and complete the lay summary.
3. The online application form requires a financial breakdown of the project. For each budget line please describe the costs being requested in the corresponding ‘Description’ field, and if appropriate, a justification.
4. Once you enter the ‘Purpose’ for three budget lines, more budget lines will become available on the online form.
5. All direct costs required to develop, deliver and evaluate the project are allowed. This includes, but is not limited to, appropriate travel and accommodation costs (that meet the University guidelines), website development, exhibition curation, filming or podcasting, research assistant/other staff costs. All casually-paid research and project assistance should be costed at the recommended Divisional rates.
6. All funds must be spent by 31 July 2020, but please attribute all costs to Year 1 (on the IRAMS application form) only.
7. Applications are automatically submitted to your Department or Faculty. Subject to departmental approval, your application will be reviewed and the funding recommendations will be made by an internal panel comprised of the Creative Industries Seed Fund steering group.
8. Applicants are advised to consult with their departmental approver prior to applying to ensure their application will be approved, and so that, once submitted, the application is approved in a timely manner to avoid unnecessary delay.
9. Applicants for **Conversations** grants must complete a Case for Support and submit via email to Imelda Dooley Hunter (Creative Industries Officer – imelda.dooleyhunter@humanities.ox.ac.uk).
10. Funds will be either transferred to your Faculty/Department or can be claimed through TORCH via expense claim or invoices, depending on which is appropriate for the costs. This will be discussed at the award stage.

**Selection Criteria**

1. Clear evidence that the purpose of the collaboration and partners have been carefully thought through and articulated; and that the chosen way to engage is appropriate to reach the target groups and achieve the objectives. It is expected that any application to the Seed Fund will be co-developed with external partners.
2. The potential for the project to enhance the applicant’s research and/or public engagement with research and/or knowledge exchange activity.
3. The justification for the costs and value for money.
4. The project’s potential legacy which could include one of the following:
	1. Build capacity for collaborative research with UK and/or international Creative Industries sector;
	2. Serve as a best practice case study for collaborative research with UK and/or international Creative Industries sector;
	3. Potential to continue past the period of funding.
5. The Creative Industries Seed Fund aims to support activities which could start strong engagements, or consolidate existing relationships, particularly with the potential to yield sustained active partnerships.
6. The selection panel is comprised of the Creative Industries Seed Fund steering group and will make the final decision on funding.

**Timescale**

1. IRAMS applications require approval by the relevant department/Faculty/unit authority (typically the grants manager or administrator, or research facilitator) and this departmental approval must also be completed by the deadline. Applications are thus strongly advised to liaise with their approval contact in advance, to ensure that a proposal is supported and approved.
2. Deadlines are respectively noon on Thursday 21 November 2019 (6th week, Michaelmas Term), Thursday 27 February 2020 (6th week, Hilary Term) and Thursday 4 June 2020 (6th week, Trinity Term) for the Creative Industries ‘Projects’ Seed Fund. Decisions will be announced in December 2019, March 2020 and June 2020 respectively. The Conversations Fund will be assessed on a rolling basis.
3. Applicants will receive answers within two weeks of their date of application. Support can be sought at any time over any matters of an application which may require further clarification.
4. After the June 2020 call round and decisions, if unallocated funds remain, bids will be accepted at any time, and will be subject to quick review and decision.
5. Funding must be spent by 31 July 2020.
6. Reporting by project leads is expected at the end of each project, and before 31 July 2020.

**Contact**

1. The Creative Industries Seed Fund lead is Imelda Dooley Hunter (Creative Industries Officer – imelda.dooleyhunter@humanities.ox.ac.uk). Enquiries about the scheme (e.g. eligibility, activities and projects, costing, contracts and partners) are welcome, to help ensure applications are strong and suited to this Fund.
2. Administrative support is provided by the Knowledge Exchange Support Officer (kesupport@humanities.ox.ac.uk).