Humanities Cultural Programme VISITING FELLOWSHIP FUNDING 2022

Further Particulars

Please reference this document when making applications to the **Humanities Cultural Programme Visiting Fellowship Fund.**

<u>Details of Fund and Application Process</u>

Overview of fund: The Humanities Cultural Programme includes cultural events and public engagement activities over the years prior to the opening of the new Humanities building and will be part of the public cultural and community programme in the Schwarzman Centre.

In consultation with researchers, students, and staff, and in partnership with external cultural organisations, experts, and consultants, we aim to create an exciting, thought-provoking, and enjoyable series of events featuring outstanding artists, writers, and thinkers, all powered by University of Oxford's world-leading research and unique collections; to increase our social impact and reaffirm the value of the humanities to our common future; to engage in strategic and equitable partnerships; and to share and foster the insights and richness of the humanities and engage new audiences and participants of all ages.

The Humanities Cultural Programme is created in collaboration across all the Humanities Faculties and with local, national and international partners, including organisations as part of GLAM (Gardens Libraries and Museums). The funding stream related to this Open Call supports public programming that is led by University of Oxford researchers and/or students, or projects in collaboration with external partners.

The Humanities Cultural Programme Visiting Fellowship scheme is set up to support Oxford Researchers in hosting Visiting Fellows in Oxford. Building on existing schemes for Visiting International Fellows and Visiting Global South Professors, this stream is specifically for Visiting Fellows who are artists, writers, arts practitioners, and performers.

Each Fellowship will be supported through TORCH to deliver three (or more) public events, and associated activities tailored to more specific audiences – these might include students, local theatre partners, or masterclasses, workshops etc.

Eligibility: Potential HCP Visiting Fellows might be artists, writers, arts practitioners, and performers of any kind; lead applicants must hold a University of Oxford contract for the whole period covered by their application.

Length of Fellowship: Visiting Fellowships can hold the association for up to 1 calendar year, must be in Oxford for a minimum of three events, and must help curate the associated activities.

Assessment Criteria: Applications should include details of the proposed programme of events/activities for the Visiting Fellows.

Applications should:

- Clearly explain the context and rationale for the proposed Visiting Fellow;
- Provide a clear timeline for activity for the Visiting Fellow. Please provide a clear and concise summary of the public events, seminars, workshops etc. in which they will be involved, including details of suggested venues, speakers, audiences, etc.;
- Be appropriately costed in detail and in line with relevant limits and guidelines (including the University's travel and accommodation costs and the Indicative Costs for Fees and Services for the Humanities Cultural Programme);
- Clearly explain what the envisioned legacy for the proposed Fellowship is; what new connections will be established, and what the fit is with any existing projects, networks or programmes;
- Detail the specific aims of the fellowship as well as the evaluative methodologies that will be used to measure success;
- Show what other funds have been raised externally and/or internally.

Application Review Process: All applications are made via IRAMS and are assessed by the Humanities Cultural Programme Steering Group, in accordance with the Humanities and University funding regulations and procedures.

Pre-Application Support: Pre-application support is available from the HCP Senior Coordinator Justine Shaw on: justine.shaw@humanities.ox.ac.uk.

Application Overview

Applications should be limited to 5 pages. CVs are in addition to this limit but should be kept brief.

Name: Please include the name of the lead applicant. Please note that lead applicants must have a University of Oxford Single Sign-On. External partners who wish to create projects are advised to liaise with Dr Victoria McGuinness, Head of Cultural Programming and Partnerships: victoria.mcguinness@humanities.ox.ac.uk

Applicant Title/Association: Please indicate the department/faculty and/or college of the lead applicant.

Proposed Visiting Fellow Name: Please include the name of the proposed Visiting Fellow.

Proposed Visiting Fellow Title/Position: Please include the title and position of the proposed Visiting Fellow (where appropriate).

Date(s) of proposed Fellowship: Please indicate the date(s) of the proposed fellowship. If precise dates are not fixed, please indicate the proposed range of weeks/months for the fellowship.

Executive Summary: Please explain the context and rationale for the fellowship.

Fit with Humanities: Please explain how the Visiting Fellow would connect with the teaching and/or research of Oxford Humanities. Indicate a programme of proposed events/activities for the Visiting Fellow (please note: a minimum of 3 events/activities is expected). The lead applicant should outline why they have selected the researcher and how their research and practice would contribute to the students and researchers of University of Oxford, as well as how the research and student community can learn from the Visiting Fellow and develop longer term partnerships.

Each application should also consider potentially fruitful and strategic connections elsewhere in the University (including GLAM - Gardens Libraries and Museums), and beyond the University, and be open to co-hosting with an external cultural partner where relevant.

Timeframe: Please outline the key milestones/deliverable outcomes including dates, format (e.g. online workshop, in-person event etc.) and target audience.

Audience: Applications should include explicit statements on target audiences and how those target audiences will be reached. Consider what different audiences may exist for your programme of events/activities and explain how you will reach and appeal to those target audiences. Where relevant, applicants should be explicit as to how schools will be involved in projects/events.

Budget: Please indicate what costs are involved and detail all known/anticipated costs.

Total Budget
The maximum you can request is £10,000 – split into £5,000 for activities/events and £5,000 to cover travel, accommodation, and subsistence for the Fellow.

Budget Constraints
Please be aware that, in line with its charitable objectives, the University is not able to pay for first class travel or 4 or 5* hotel accommodation. Where professional fees are included in the budget, applicants should indicate precisely what goods or services those fees are to cover and to whom those fees would be paid.

Budgets should be financially prudent, and applicants should make attempts to reduce the cost of proposals where possible (for example, through the hire rather than the purchase of equipment). Consideration should be given to the full fellowship costs, this may include but is not limited to travel, accommodation, venue costs, catering costs, professional fees, costs for photography/filming, costs for materials. Pre-application guidance on costs can be accessed from the **Indicative Costs – Goods and Services** guidance document or the

Indicative Costs – Fees guidance document available on the TORCH Funding call or by emailing the HCP Team on hcp@torch.ox.ac.uk

Other Funding
Where other funding has been secured elsewhere, applications should indicate the level and source of external funding.

In-Kind Support: Successful applications receive in-kind support from the HCP/TORCH team. The regular support from TORCH includes assistance in fellowship/project/event planning and help with making payments and organising travel, accommodation, venues, catering/subsistence, equipment, and technical services. The team will create a page for the fellowship on the TORCH website and assist in marketing for the fellowship/events using the website and TORCH social media channels and/or newsletter where appropriate. The team can assist with sending a basic evaluation survey and provide contractual and intellectual property agreement support where required. If the proposed fellowship involves digital events, the team can assist with event delivery using the TORCH platforms (this support must be booked in advance).

Should you require any of the following support, or any other support beyond that listed above, please indicate this requirement on the 'In-kind' support box on the application form: hiring/managing casual staff; on-the-day support for an event; more targeted communications/paid marketing; partner management/matchmaking; administration of funding not allocated via the Humanities Cultural Programme; detailed evaluation support.

Where in-kind support has been secured via an external partner organisation, institution or funder, applications should indicate the level and type of additional support secured.

Other – Legacy/Outreach/Evaluation/IP: Please use this section to detail relevant information regarding legacy (funding/publications/impact); outreach (including details of approach, target schools, and established relationships); evaluation (format and approach and details of what success looks like for the fellowship); Intellectual Property (details of any IP that is proposed to be created or used within the fellowship).

Visiting Fellow Statement: Applicants should approach proposed fellows prior to making an application to secure support. Applications should include a statement from the proposed fellow supporting the proposed fellowship and programme of activities/events. The application should include the Visiting Fellow's CV, resume, or similar (this does not form part of the 5-page application limit, but it should be kept brief).

Sustainability: Applicants are advised to consider the University's commitment to reduce its carbon emissions by 50% from its peak by 2030 when making applications for funding.

Further questions: For help with further questions, please email the HCP Senior Coordinator Justine Shaw on: justine.shaw@humanities.ox.ac.uk.