TORCH Theatres Seed Fund 2019

Guidance Notes

Applications may be submitted at any time - It is not necessary to wait for a deadline.

All funds and activity must be spent and complete by 31 July 2019.

Introduction

1. The Theatres Seed Fund is a new internal grant scheme that will support research, knowledge exchange and public engagement through collaborative projects between researchers and Oxfordshire theatres and theatre-makers. It is supported by the University's Higher Education & Innovation Fund (HEIF). Proposals of up to £3,000 are invited; the total amount of available funding is £10,000.

2. The objectives for this fund are to:

    I. Develop new, and consolidate existing, research collaborations with theatres and theatre-makers in Oxfordshire.
    II. Increase the number of researchers actively engaged in projects with theatres and theatre-makers in Oxfordshire.
    III. 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.
    IV. Demonstrate the breadth of collaborative theatrical opportunities across different disciplines.

3. The Theatres Seed Fund is designed to support the ambitions of the TORCH [Connecting Researchers and Oxfordshire Theatres Project](#) and connect with other research networks, programmes and groups active in the University.

4. Applications from those new to, or experienced in, collaborations with theatres and theatre-makers in Oxfordshire are welcome.

5. Applications can be made at any time, but all funds must be spent by 31 July 2019

6. 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. Applications that are interdisciplinary and include participants from different Divisions of the university are especially welcome.

7. Enquiries are welcome at any time; contact details provided at the end of this document.

Project Proposal

8. Project Funds can be requested to:

    I.   Develop or pilot new collaborative projects with Oxfordshire theatres and/or theatre-makers **or;**
    II. Improve/enhance existing activity with the Oxfordshire theatres and/or theatre-makers.

9. Applicants will need to provide a PDF Case for Support document to attach to the online form structured as follows:

    I.   A **Project Proposal** (500 words) outlining:
         i.   A plan of how you will collaborate with your theatrical partner(s).
         ii. A description of how this project will benefit your research, and, where appropriate, identifying research outputs that may arise from the project.
         iii. Opportunities for Knowledge Exchange and Public Engagement with Research activities. Please include how you will promote your project/ activities/ outputs.
         iv. The timeline of delivery and key milestones
         v.   The potential outcomes and evaluation plans of the project

    II. A **Partner Statement** (200 words) by the partner that answers, from their perspective, why they need academic expertise, their proposed involvement in the project, and how it will benefit their organisation. This statement must be written by, and/or agreed with, the partner. You may also note any previous collaborations you have undertaken together.

    III. A **Breakdown & Justification of Expenses** which clearly outlines the direct costs required to develop and deliver the project.
         This can include travel (standard class only), accommodation, reasonable venue hire, group refreshments (as part of events), materials for performances, printing costs, reasonable artist fees (must be invoiced – honorarium not possible), student bursaries, filming, photography etc.

Reporting Requirements

10. Summary details of the Awards made will be published via internal and external communications channels.

11. All awardees are required to share updates on their project, which will be publicised through the TORCH websites.

12. Awardees are required to provide a final project report (a template will be provided) and may be asked to present their work.

Application Process

13. Applications for workshops and projects are submitted via the University's Internal Research Award Management System (IRAMS).

14. This is a two-part process:

    I.   Complete the online application form.
    II. 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.

15. The online application form requires a financial breakdown of the workshop or project. For each budget line please describe the costs being requested in the corresponding 'Description' field, and if appropriate, a justification.

16. Once you enter the 'Purpose' for three budget lines, more budget lines will become available on the online form.

17. 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), 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 and approved by the Faculty who will employ them.

18. All funds must be spent by 31 July 2019, but please attribute all costs to Year 1 (on the IRAMS application form) only.

19. 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 Oxford researchers and staff.

20. Applicants are advised to consult with their departmental approver prior to applying to ensure their application will be approved, and once submitted that the application is approved in a timely manner to avoid unnecessary delay.

21. Funds can be claimed through TORCH via expense claim or contact us in advance in order to raise purchase orders for invoices. Please discuss this with us before you commit expenditure.

Selection Criteria

22. 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.

23. The potential for the project to enhance the applicant's research and/or public engagement with research and/or knowledge exchange activity.

24. The justification for the costs and value for money.

25. The project's potential legacy which could include one of the following:
    I. Build capacity for collaborative research with Oxfordshire theatres and/or theatre-makers
    II. Serve as a best practice case study for collaborative research with Oxfordshire theatres and/or theatre-makers;
    III. Potential to continue past the period of funding.

26. The Theatres Seed Fund aims to support activities which could start strong engagements, or consolidate existing relationships, particularly with the potential to yield sustained active partnerships.

Timescale

27. Applications will be accepted at any time, and will be subject to quick review and decision.

28. 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.

29. Funding must be spent by 31 July 2019.

30. Reporting by project leads is expected at the end of each project by 31 August 2019.

Contact

31. The Theatres Seed Fund contact is Dr Hannah Coleman Manktelow (Connecting Researchers and Oxfordshire Theatres Project Officer – hannah.manktelow@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.