**CCCU Learning and Teaching Small Grant Fund**

**2020/21**

Learning and Teaching Enhancement (LTE) would like to offer staff the opportunity to apply for small Learning and Teaching grants to support initiatives which enhance HE learning, teaching and assessments practices leading to research, scholarship and evaluation at CCCU.

**What are the small grants for?**

Each bid must demonstrate the benefits of the initiative to the educational development of the individual bidder, but also the anticipated positive impact on students, colleagues and other stakeholders at the University and beyond. The bid can cover a variety of initiatives, such as:

* the conduct and dissemination of HE Learning and Teaching research and scholarship
* participation and presentation at an HE Learning and Teaching external event (e.g. Advance HE conference) and dissemination beyond the programme or area of work
* a small scale L&T project involving participation of students and/or other stakeholders
* others (if you are unsure of your idea, please contact LTE-ADMIN@canterbury.ac.uk)

The initiative should align to CCCU’s [Learning and Teaching Strategy](https://www.canterbury.ac.uk/learning-and-teaching-enhancement/strategies/learning-and-teaching-strategy.aspx), for example the enhancement of student retention, transitions, inclusion, success at University and beyond (graduate outcomes); embedding sustainability, mental health and well-being and other key Universities priorities into the curriculum.

**Who can apply for the small grant?**

All members of staff working at CCCU can apply, with the support of their line manager, who will confirm that time will be given to the applicant to complete the initiative covered by the grant. Each person can only apply once per academic year.

**How much money is available and what can the funds be used for?**

A maximum of £2000 is available. The grant will cover a maximum of £400 per bid, regardless of the total cost of the initiative undertaken by the applicant/s. It is possible that LTE will award less than £400 per bid: this will depend on remaining funds available.

The grant can be used to cover the costs of attending a conference, equipment (which will remain the property of the University), vouchers for students, payment of students’ work through Unitemps, etc. The booking and administration of the activities are the responsibility of the applicant and/or their department, but LTE will need to be kept informed and will approve the expenditures via Staffspace and Agresso.

The grant cannot be used to cover staff time release, or to apply directly to Advance HE for HEA Principal Fellowships. These should be covered by the Department/School/Faculty.

**What is the application process?**

Applicants must return the application form below, in Word format, to LTE-ADMIN@canterbury.ac.uk by **Thursday 10th December 2020, 3 pm** at the latest. You will be informed of the outcome of your bid by Tuesday 22nd December 2020 via email.**APPLICATION FORM**

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| 1. **Applicant’s details**
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| **Name**  |  |
| **Job title** |  |
| **Department/School/Faculty** |  |
| **Email** |  |
| **Work telephone** |  |
| **Applicant’s confirmation that the application contains true and accurate information to the best of their knowledge** | **Signature of applicant:****Date:**  |

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| 1. **Endorsement from applicant’s line manager**
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| **Line manager’s name** |  |
| **Line manager’s job title** |  |
| **Department/School/Faculty** |  |
| **Email** |  |
| **Work telephone** |  |
| **I confirm that I support the applicant in their proposed participation in the initiative below and that time has been set aside in their workload for its completion this academic year.** | **Signature of line manager:****Date:**  |

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| 1. **Rationale for grant request**
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| **Nature of the request and how the fund will be used (e.g. “presentation at RAISE conference, 2-4 September 2020, on using digital strategies to enhance student engagement in tourism”) (350 words maximum)** |  |
| **Start and completion date. You may include a timeline if applicable.** |  |
| **Anticipated impacts of initiative on the applicant’s learning and teaching CPD, on other stakeholders at CCCU and beyond, including students, methods of evaluation and dissemination, e.g. publication of article in *Studies in Higher Education* (350 words maximum)** |  |
| **Funds requested (in £).** **Please note that, regardless of the total cost of the initiative, LTE can only fund each bid to a maximum of £400.****All expenses must be submitted by 31st July of the current academic year and your line manager should redirect the approval of these to LTE (Alison Eyden, Director of Learning and Teaching). Staff expenses policy applies and only items required while away from the office should be claimed through this route** | **Breakdown of costs by category (delete as applicable. This breakdown can be higher than £400, but LTE will only cover £400 maximum):**

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| --- | --- |
| Conference/Event fee |  |
| Travel |  |
| Accommodation |  |
| Vouchers for students |  |
| Other (please specify) |  |

**Total amount requested from LTE (maximum £400):** |

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| **FOR OFFICE USE ONLY****This section will be completed by the LTE panel following the submission of the applications. Evaluation of the bid against the criteria** |
| **Criterion** | **Comments from the panel** |
| **Initiative is clearly explained and supports good practice and innovation in learning and teaching at CCCU (and beyond)** |  |
| **Clear alignment of the initiative with the L&T Strategy and key University priorities (incl. the UN Sustainable Development Goals)** |  |
| **Clear impact of the bid on the individual’s CPD at a learning and teaching level** |  |
| **Clear impact/dissemination plan beyond the applicant’s CPD and their programme/area of work** |  |
| **Clear explanation of how the funds will be used** |  |
| **Outcome** | Award the sum of £ / Bid rejected |