



Alumni Community Engagement Fund 2021-22

Terms and Conditions

The CSC's Alumni Community Engagement Fund (ACEF) is an annual fund which seeks to support Commonwealth Alumni in raising awareness of key development issues at the community level through the organisation of an engagement activity.

Each year, the CSC selects one or more themes which activities must address. Alumni are expected to draw on their knowledge and skills in areas related to one of the themes to develop and deliver a community engagement activity.

Alumni may apply as individuals, as a CSC Alumni Association, or as a group of Commonwealth Alumni (not part of an existing association).

Objectives

- To support Commonwealth Alumni in promoting and raising awareness of key development issues at the local community level
- To demonstrate ways in which Commonwealth Alumni create positive change within their communities
- To promote opportunities for Commonwealth Alumni to work together and build connections and networks

Theme

The theme selected for this ACEF activity is **climate action**. The fund is open to a range of related topics exploring the impacts of climate change and actions, and changes that can be made at an individual and community level in response to climate-related challenges.

Guidance for applicants

Before submitting your application, please read through this guidance document which provides information on how applications are assessed, examples of the types of activities to deliver, funding guidance, and roles and responsibilities of successful applicants. If you have any questions about this information, please email alumni@cscuk.org.uk

Activity delivery

Applications for virtual and face-to-face activities will be accepted this year in response to the changing COVID-19 situation across countries. Where face-to-face events are proposed, applicants must submit links to **official government guidance** on current COVID-19 measures for review as part of their application. Applicants will also be asked to outline a contingency plan

should the situation change. Please see the section on 'Risk assessment and contingency planning' for further information.

For successful applicants, continued updates on government guidance will be requested in the run up to face-to-face activity delivery. Where the CSC or British Council ACEF contact is concerned over welfare and safety, organisers **must** revert to their contingency plan.

Successful applicants will have until **31 March 2022** to deliver their activity. Please see the section on 'Funding guidance' for further information.

Successful applicants will be provided with information to support their activity planning and an ACEF contact from the CSC Alumni Team or British Council who will provide guidance and support. You will also be expected to attend one of two information sessions which will provide general information on this year's ACEF.

Examples of activities

The following list provides examples of the types of activities you may wish to deliver as part of ACEF. The list is not exhaustive and is there to support your thinking and ideas pre-application.

- Skills development activities to support skills development
- Virtual or face-to-face lectures, seminars, or workshops which address and raise awareness of key issues
- Public service projects which develop and promote solutions to key challenges, for example developing a campaign to encourage more girls to take up STEM subjects in secondary school and dissemination and engagement amongst local schools
- Virtual or face-to-face events which provide a forum for discussion or debate

Applications to support existing work, projects, or activities will not be considered.

Essential criteria for your activity

- **Activity design:** includes clear and achievable outputs which meet the activity and ACEF objectives and is relevant to the identified community audience
- **Viability of the activity:** the activity is realistic to its objectives and can be implemented by the alumni organiser(s)
- **Value for money:** the activity is supported by a detailed and reasonable budget breakdown (original and converted GBP costs) which follows funding guidance provided
- **Evidence of alumni expertise:** alumni will be involved in the activity development and delivery at all stages and will draw on their expertise and knowledge to support effective and impactful delivery
- **Risk assessment and management:** identified risks associated with the activity and how they will be managed are outlined in the application
- **Stakeholder engagement:** an outline on how to engage and manage activity stakeholders is provided to ensure effective and impactful delivery
- **Key outputs:** outline how the activity will have longer-term impact on attendees/participants/stakeholders, beyond the activity itself. You should consider how this will be evaluated when developing your activity

Funding guidance

Successful applicants will be awarded a **500 GBP** grant to support their activity delivery.

Successful applicants will be given until **31 March 2022** to deliver their activity from the date they are informed of their selection and have attended an online information session on ACEF. All financial documentation must be submitted to your ACEF contact by **14 March 2022**. You **must** notify your ACEF contact if your activity will not be delivered or if you will not use the funding by this deadline.

Payment information **not** submitted by 14 March 2022 will **not be reimbursed** and **support will be withdrawn** from the planned activity.

All costs and financial documentation (e.g. receipts, invoices, quotes) **must** be approved by your ACEF contact **in advance** of any agreements or payments made. Please refer to the lists below on what can and cannot be funded. If you are unsure as to what constitutes reasonable costs, your ACEF contact can advise.

Funded items:

- Reasonable travel expenses necessary to deliver the activity. This may include travel expenses to visit and follow-up with activity participants, but organisers should consider the cost vs value of these visits and expenses.
- Reasonable speaker expenses, preferably local speakers
- Meals and refreshments that are a required part of the activity
- Reasonable costs of materials and communications to publicise the activity. Please ensure where possible you use free mediums of publicity.

Not funded items:

- Research projects
- Excessive budgets that cannot be justified against the objectives, outputs and country context, including budgets where a large and disproportionate sum of money will be spent on catering, refreshments or entertainment
- Existing activities delivered by the CSC Secretariat, British Council, or CSC Alumni Associations, where activities and/or funding has already been approved
- Payment of staff salaries, office space, or overheads
- Activities that support a political campaign
- Activities that deliver direct services, for example vaccinations, health checks
- Creation of new websites or databases
- Phone calls or internet costs associated with the organisation of the activity. Where these costs may be critical to the delivery of your activity and will result in an additional cost to any standard airtime/internet plans you may have, you should liaise with your ACEF contact.

Activity costs will be paid to the organiser on receipt of all necessary documentation. Payments will be made via International Bank Transfer. Please note, it can take a number of weeks for funds to appear once processed. You should consider this when submitting your documentation.

Risk assessment and contingency planning

As part of your application, you will be asked to outline identified key risks associated with the activity and how these will be managed. Successful applicants will be expected to complete a detailed risk assessment as part of their activity delivery and will receive guidance on how to complete this.

In light of the changing situation regarding COVID-19, organisers of face-to-face events must also have developed a contingency plan which outlines how their activity could be delivered by alternative means, such as virtual engagement. Where funds have been spent to support face-

to-face delivery, funds **may** be replaced but this **is not guaranteed** and will be assessed on a case-by-case basis.

We advise any change to delivery to be decided at least four-weeks in advance of the activity delivery, where possible.

Example risk assessment in the application form

Key risks	Likelihood Low Medium High	Impact Low Medium High	Control measure(s) List the control measures you will put in place to reduce and control the risk identified	Further actions What will you do if the control measures identified do not reduce the risk sufficiently?
Low uptake from community to attend the activity	L	H	- Early activity promotion amongst key audience - Review sign-up at XX and XX intervals	- Review scale of the activity (e.g. smaller group for activity)
COVID-19 lockdown enforced preventing face-to-face workshop to go ahead	M	H	- ACEF contact and any fellow organisers are informed immediately and government guidance shared - Contingency plan kept up to date alongside general activity planning - Those signing up are informed how the workshop will be delivered if a lockdown comes into place	- ACEF contact informed and a meeting held to discuss further action

What happens at the end of the activity?

At the end of the activity you will be expected to submit an activity report and complete an online feedback survey.

How to apply

To apply, you must read the full terms and conditions in this document and submit an online application form.

You can submit an individual application, or on behalf your CSC Alumni Association, or a group of Commonwealth Alumni (not part of an existing association).

The deadline for applications is **23:59 (BST) on Friday 3 September 2021**. Applications received after this deadline will not be considered.

Timeline

The timeline outlines key dates and deadlines for ACEF 2021-22. Individual delivery timelines should be developed with your ACEF contact for your activity.

Date start	Action
16/08	Applications open and close
03/09	Applications close
Early September	Selections and applicants informed of outcomes
20/09- 24/09	Online information session #1 for selected applicants
27/09-01/10	Online information session #2 for selected applicants
14/03	Payment information deadline
31/03	All activities complete
Early April	Post-event report and evaluation

Roles and responsibilities

The primary role of the selected alumnus, or lead alumnus where an application has been made on behalf of a CSC Alumni Association or group of alumni, is to plan and develop the proposed activity and liaise with fellow organisers and key stakeholders to ensure successful and impactful delivery.

You will be responsible for organising the activity, including assigning roles amongst fellow alumni organisers, liaising with key stakeholders and your ACEF contact to share activity details, updates on progress, and activity reports and evaluation.

Main responsibilities

1. Act as the primary contact for the development and delivery of the activity. You will:

- Attend all requested meetings and submit all required documentation to your ACEF contact within agreed timeframes.
- Provide regular updates on progress and development of the activity with your ACEF contact, including regular updates on the COVID-19 situation in your country/local area where organising a face-to-face event.
- Establish any required contacts within your chosen community to engage your audience and seek support in the organisation of your activity and keep your ACEF contact informed of this.

2. Develop and deliver the activity, working with others where required. You will:

- Draw on your and other's expertise to develop your activity and submit updated plans and information to your ACEF contact
- Ensure your plans and activity will address the activity and ACEF objectives
- Consider your audience when developing the content to ensure information is delivered at the appropriate level and is engaging
- Where you would like to engage additional speakers, identify these individuals and manage their involvement. You must inform your ACEF contact of all those involved in or contributing to this work
- Identify and liaise with appropriate vendors to arrange event details
- Develop and agree to a delivery plan with your ACEF contact to support the organisation of your activity
- Submit an Event and Activity Risk Assessment in advance of the activity

- Submit all quotes and invoices in a timely manner, following the processes outlined

3. Provide a post-activity report and feedback. You will:

- Share feedback on the activity process
- Submit an article or story for publication on the CSC website on your work and how it relates to the selected theme, information about the activity delivered, how it was relevant to your chosen community, and the impact of activity in the long-term and how this will be measured.

General conditions

Commonwealth Alumni are expected to adhere to the [CSC Code of Conduct for Alumni](#). Any complaints received or issues in relation to the behaviour of ACEF organisers will be taken very seriously and any behaviour which does not adhere to the expectations and values expected of Commonwealth Alumni as outlined in CSC Code of Conduct for Alumni will be investigated. Engagement in ACEF and other Commonwealth Scholarship activities may be terminated at any time in relation to unsatisfactory conduct.

If you wish to withdraw from ACEF, you must notify your ACEF contact immediately and in advance of any payments being made. Where you are acting as a lead organiser, you must inform your ACEF contact who will be taking on this lead role instead.

Activities developed cannot be part of an existing activity or project. Support for your activity will be withdrawn if this is the case.