# Impact Grant Scheme

Application Package 2022–2023

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**1 Guidance Notes**

The Board of Trustees of the Socio-Legal Studies Association (SLSA) has created an Impact Grants Scheme for the benefit of members of the SLSA in furtherance of their impact activities. For the purposes of all of this scheme, ‘impact’ will be defined to correspond closely with the definition of impact for REF purposes. Public engagement activities will be recognised as being eligible for funding, given their importance in developing pathways to impact in academic research.

Impact was defined for the purposes of REF2021, as follows:

Impact includes, but is not limited to, an effect on, change or benefit to:

* the activity, attitude, awareness, behaviour, capacity, opportunity, performance, policy, practice, process or understanding
* of an audience, beneficiary, community, constituency, organisation or individuals
* in any geographic location whether locally, regionally, nationally or internationally.

Impact includes the reduction or prevention of harm, risk, cost or other negative effects. Impacts on students, teaching or other activities in HEIs are also included.

The following terms and conditions about awarding impact funding have been agreed.

**Terms and conditions**

* All SLSA members, including Postgraduate members will be eligible to apply. Postgraduate members will need to provide an undertaking from their supervisor that the supervisor will manage the funds on their behalf.
* Priority will be given to SLSA members without access to other funding sources for the impact-related activity applied for.
* Members of the SLSA Board of Trustees are ineligible to apply.
* No individual grant shall be made for more than £1,500.
* All activities funded through this year’s competition should be usually scheduled for completion by 9 months after the funding has been agreed.
* The application must be costed in pounds sterling, and any award will be by bank transfer in sterling.
* Unspent funds must be returned to the SLSA at the end of the award period.
* A member of the Association shall be awarded a maximum of one grant per year from the impact grants schemes.
* A summary annual report about the number and quality of applications for awards and the awards actually made of this be included in the Trustees Annual Report.
* The scheme will be advertised regularly in the Newsletter and weekly ebulletin.
* Brief feedback will be provided to unsuccessful applicants.
* Recipients of awards will be required to submit to the Newsletter a brief (250–300 words) summary after the completion of the activity has taken place.
* The SLSA should be suitably acknowledged in any outputs stemming from the activity.

**Organization of awards**

Awards will be made by the SLSA Board. If there is any conflict of interest such that a member of the Board feels that they are unable to reach an unbiased decision about an application they shall withdraw whilst the decision is made about that application. If, in the opinion of the SLSA Board, there are insufficient appropriate applications to justify allocating the full sum available in the fund then the Board will make only such awards as it considers appropriate.

#### Considerations to be taken into account by the SLSA Board

In making awards the SLSA Board shall consider inter alia the criteria set out on the Application Form which are summarized as follows:

* Clarity of the aim/s and objective/s of the activity.
* Reach and significance of the proposed impact.
* Partners identified and clarity of proposed activity/partnerships.
* Value for Money & Realism of Budget.

Funding will not normally be provided for the support of academic conference attendance (unless such attendance is itself integral to the impact activity) or the subsidizing of postgraduate or other course fees. The Impact Grant Scheme covers costs for impact activities only, which excludes, *inter alia*, research activities, costs for teaching buy-out, or activities that otherwise fall within the SLSA Seminar, Fieldwork or Small Grant Competitions.

**Privacy**

The data supplied to the SLSA on these forms will be used solely for the purposes of processing your grant application, informing you of the outcome, and making any relevant payments. The names, institutional affiliation, amount awarded, and title of project, of successful applicants will be recorded on our website (see <https://www.slsa.ac.uk/index.php/past-grantholders>). We will also check the SLSA membership database for your current membership status. Our legitimate basis for processing your data under article 6 of GDPR is the performance of a contract. Any queries or data access requests should be addressed to [admin@slsa.ac.uk](mailto:admin@slsa.ac.uk) in the first instance.

#### How to apply

* Applications must be made using the ‘Application Form’ and ‘Endorsement Form’ provided, below.
* Applications must be completed in not more than TWO A4 pages (pp 2 of 3 and 3 of 3 of the Application Form). Any application that exceeds such limit will NOT be considered.
* The annual deadline for applications is **31 May**.
* The Application Form and Endorsement Form should be submitted electronically ONLY by way of attachment/s to an email to [admin@slsa.ac.uk](mailto:admin@slsa.ac.uk).
* Joint applications will be considered, but any such application must specify the lead applicant. Where any such application is received from persons employed in different institutions payment will be made to the lead applicant’s institution.
* Each applicant should contact his/her Head of Department, Research Director or other appropriate officer well in advance of the application deadline for the purpose of completing the ‘Endorsement Form’.
* It is the responsibility of the applicant to cost their proposal clearly and precisely (or as best as possible). Costing particulars should have specific headings for all parts of the claim.
* Decisions will be made no later than **31 August 2022** with a view to the completion of the impact project by **31 June 2023**.
* Grants will normally be paid to and administered through the institution in which the successful applicant is employed. The grant will not cover institutional overheads.

**Enquiries:** Any enquiries about the scheme and application process should be addressed to [admin@slsa.ac.uk.](mailto:admin@slsa.ac.uk.)

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Applicants should read the foregoing ‘Guidance Notes’ before completing the Application Form

#### 2 Application Form (page 1 of 3)

|  |  |
| --- | --- |
| **NAME/S OF APPLICANT/S**  **(Identify lead applicant, if relevant)** |  |
| **Postal address** |  |
| **Email address** |  |
| **Telephone** |  |
| **Present appointment & employer** |  |
| **Summary of academic career including previous experience as a stream convenor** |  |
| **Sum requested** |  |
| **Other sources of funding tried** |  |
| **Date of application** |  |
| **I confirm** [*delete as appropriate*] | I am/am not a fully paid-up member of the Socio-Legal Studies Association by 31 May in the year of the application. |

**LETTER(s) of SUPPORT/REFERENCE**

Where a specific impact partner is identified as part of the application, they must be provided with a copy of this application and agree before the application deadline to support the application. A letter of support from any impact partner must be included with the application. Details of the impact partner(s) should additionally be listed below

|  |  |
| --- | --- |
| **Name of Supporter(s)** |  |
| **Postal address** |  |
| **Email address** |  |
| **Telephone** |  |
| **Present appointment & employer** |  |

The deadline for applications and accompanying documentation is **31 May 2022** and this deadline will be strictly enforced. All accompanying documentation must be received with the application. Completed forms should be sent to [admin@slsa.ac.uk.](mailto:madmin@slsa.ac.uk)

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**Application Form** (2 of 3)

*The substance of the application must be completed in not more than TWO A4 pages (including the current page) and should be in a font of no less than 11 point. The headings and margins provided must be used, though you are free to determine the spaces between headings within the TWO-page limit. Any application that exceeds the TWO-page limit will NOT be considered.*

### Description of Activity and Intended Outcomes

Title of Impact Activity/Project:

### Please set out the aim/s and objective/s of the proposed impact activity:

1. **Outline the how the proposed reach and significance of your proposed impact activity will be supported by this award (and how, if applicable, it connects with other funding you are eligible to apply for). If you cannot obtain support via institutional funds, you should also explain this:**
2. **Please outline an initial list of impact partners that will be included in this activity and briefly outline how they will support your proposed activity and impact:**
3. **Please set out the budget (which should be a reasonable assessment of specific costs, representing value for money) and indicate any other sources of impact funding available to you (if any):**
4. **Please explain the potential impact (including any dissemination plans and/ or the enhancement of the prospect of obtaining future research grants from other grant making bodies):**

Reminder: the substance of your application form (pp 2–3) should not exceed TWO pages.

**End of Application Form (3 of 3)**

**3 Endorsement Form**

APPLICANT'S NAME:

This is to certify that the above-named applicant is employed by [*Institution*]:

In my capacity as [*Head of Department, Research Director or other appropriate office*],

I endorse the SLSA Impact Grant Application of the applicant. I agree that, if successful, the grant will be administered through my institution with no deduction for overheads. I also certify that I am aware of no institutional impediments which would affect the undertaking of this impact activity and its successful completion.

|  |  |
| --- | --- |
| **Name of person providing endorsement** |  |
| **Postal address** |  |
| **Email address** |  |
| **Telephone** |  |
| **Present appointment & employer** |  |

SIGNATURE (typed signature acceptable):

DATE:

**This Endorsement Form should accompany the Application Form which the Applicant is required to email to** [admin@slsa.ac.uk](mailto:madmin@slsa.ac.uk) **by 31 May 2022. Please return this form to the applicant in due course.**