DOCUMENT A: EAF

Engagement Advancement Fund

**1. Purpose and Objectives of the Fund**

Funds are made available on an annual basis for engagement projects and initiatives that are of strategic value to the Nelson Mandela University and that are currently not directly funded via teaching and learning and research funding sources. Innovative projects and initiatives that contribute towards the teaching and learning, research and service functions of the university receive preference. New and existing engagement projects qualify for funding. The fund has as its objective to provide supplementary funding for specific projects and activities that comply with specific criteria, thereby acknowledging their institutional importance as well as to promote further development and sustainability of these projects. The fund therefore provides project funding for establishing and developing new engagement initiatives and for expanding and sustaining existing engagement initiatives.

**2. Project Funding Criteria**

The following criteria will be considered by a selection committee.

1. Initiatives that are clearly defined and have specific and measurable outcomes that contribute towards the realization of Vision 2020 and Nelson Mandela University values.
2. Initiatives that give effect to the Nelson Mandela University engagement conceptual framework and meet the Nelson Mandela University engagement excellence award criteria
3. Initiatives that support and make a valued contribution to the three core functions of the Nelson Mandela University.
4. Initiatives that deliver exceptional results and that have considerable impact for the beneficiaries and the Nelson Mandela University.
5. Initiatives that foster innovation in an exceptional manner.
6. Initiatives that have advanced monitoring, evaluation, reporting and quality assurance measures.
7. Initiatives with a proven and traceable record of the promotion of the image of the university as an engaged institution.
8. Initiatives that promote an interdisciplinary approach to building partnerships between the Nelson Mandela University and its external communities.
9. Project outcomes will be assessed in terms of the following criteria:

* Significance (are outcomes likely to impact widely internally and externally)
* Sustainability (are outcomes likely to last well beyond the funding period)
* Immediacy (are the outcomes likely to have an impact sooner rather than later)

**3. Funding Conditions**

Successful applications will be funded on the basis of a specific budget request in the application. Allocations per project will be based on the following conditions:

1. The scope of institutional support will be reviewed on an annual basis.
2. The project needs to be supported by the faculty/ department or division.
3. The applicant’s previous success in sourcing external funds for implementing engagement projects with external communities and stakeholders.
4. The project has to be registered on the Nelson Mandela University Engagement Management Information System.
5. Projects may be funded for a maximum of three years. If the project no longer complies with the above criteria, funding will be terminated. Applications for continued funding have to be resubmitted on an annual basis.
6. Funds will have to be sourced from elsewhere (faculty funds or third stream) to sustain expenses in subsequent years. Parallel efforts by applicants to raise “new money” for the project must continue and faculties should budget for these expenses in future as part of teaching and learning and research.
7. Funds will not be allocated to projects that are known to be carrying substantial reserves.
8. Priority will be given to programmes and projects falling within the Nelson Mandela Metropolitan Municipality with the target beneficiaries being underserviced and disadvantaged communities.
9. The funding is to be used for project running costs. A detailed budget should be provided indicating what the money will be spent on.
10. Renewal of funding will be subject to the submission of a project report which provides evidence of significant progress made towards meeting the aims and objectives of the project plan for the specified year.
11. Funds that remain unspent or unreported after any 12 month funding cycle will be returned to the fund.

**4. Eligibility**

All permanent staff members will be eligible to apply for funding. Staff on 2 to 3 year contracts with the Nelson Mandela University will also be considered. Student projects will not be considered.

**5. Application Process**

Application forms and required documentation must be submitted to the Centre for Academic Engagement and Collaboration (CAEC) in response to calls for applications. Applicants are required to provide details on how the project meets the specified project funding criteria as well as a budget. Each application will be reviewed by a Review Committee. Applicants could be invited to personally present/defend their application to the Review Committee should this be required for purposes of clarification.

**6. Project Report**

All successful applicants will be expected to submit a satisfactory progress report at the end of each 12 month funding cycle to indicate the achievement of project objectives and outputs. The CAEC will call for these reports 2-3 months before the end of the funding cycle. The full grant amount for each funding cycle can be claimed back from the grant recipient account if a project progress/close-out report is not submitted at the end of the 12th month of the funding cycle and at the end of the project