



# Civic University Network – Call for Proposals

2019

## Introduction

Over the course of the year-long UPP Foundation Civic University Commission, it was clear that there continues to be a significant amount of civic engagement across the higher education sector, up and down the United Kingdom. Every university the Commission visited and received evidence from were able to give a long list of projects that were worthy and undoubtedly contributed to a civic role. In every institution, there are people who are passionate about civic engagement and the development of the locality.

However, while the Commission heard about lots of very impressive civic activity, the Commission almost never heard of a strategy – backed by rigorous analysis of local needs and opportunities, ambitious objectives and a clearly articulated plan – that made place-based civic engagement a core part of the university’s mission. This finding led the Commission to recommend the creation of Civic University Agreements (CUA). These new agreements will be strategies, rooted in a robust and shared analysis of local needs and opportunities, co-signed by local partners (such as the local authority, NHS, FE colleges, business, third and social sectors). The agreements will be a public declaration of a university’s civic priorities and indicate how they will be delivered in partnership with others.

Following the conclusion of the Civic University Commission, 56 universities have pledged to develop a CUA. As a result of the significant support for this agenda within the higher education sector we are collaborating with the Carnegie UK Trust to seed fund a Civic University Network. The Network will support the growing CUA movement by sharing learning between participating universities as they develop and implement their CUAs.

The UPP Foundation and Carnegie UK Trust are launching a competition for a university, charity or sector body to host the Network; £75,000 seed funding will be provided to the successful bidder.

# What is the Civic University Network?

The civic role of universities – by its very nature – ought to be collaborative between universities in a locality and between universities and other partners across sectors. While the context will be different in each location and each Civic University Agreement will reflect the circumstances of its place, as the Commission stated, good practice will be common amongst more than one agreement and there is public value in this good practice being shared across the sector. It was also clear from the consultation we ran with CUA universities (which informed the content of the guide for developing a CUA) that there is significant appetite amongst participating universities for self-evaluation and peer-review. Therefore, we believe there is an urgent need to fill this demand by establishing a small network, which will support the sector with its civic ambitions.

We envisage the Network will have three broad roles, working with CUA signatories across the UK, to:

## **1. Share best practice**

- Support the Civic University Agreement (CUA) signatories by hosting events, publishing reports and toolkits to guide the development and implementation of CUAs.

## **2. Develop a peer-review model**

- Develop a model of enhancement, working with CUA institutions to develop indicators of quality and good practice. The idea is to develop over time an agreed self-evaluation and peer review model, based on a similar scheme in local government, aimed at supporting universities to expand and increase the impact of their civic role.

## **3. Policy and advocacy for the civic role**

- Advocating for the civic university agenda, the CUA Network will connect the universities with other key sectors and policy areas. This is particularly important given the broad and varied nature of the civic role within higher education.

## **4. Sustainability**

- Plan for, and seek funding, for its sustainability so that it can continue to operate beyond the lifetime of the seed funding.

# Proposals

The panel are keen to hear new approaches for making the Network a success and encourage wide-ranging and innovative proposals for establishing and developing the Network. This includes any different/additional ideas on what the Network should do and how it should be organised. The below is not an exhaustive list but we expect proposals to (as a minimum) include the following:

## **Governance**

Proposals should include a suggested governance arrangement for the Network, including accountability mechanisms for funders over the period of the grant and beyond. We expect all bids to include establishing a Steering Group, which will include the funders and the host organisation, as well as proposals for a wider Advisory Panel including members of the Steering Group and key national stakeholders from inside and outside of the higher education and research policy community.

## **Independence and sustainability**

Linked to the above, the Network will in time become an independent and self-sustaining entity. Proposals should include a realistic and sustainable strategy (including timeline/roadmap) for continuing the Network after the end of the seed funding.

## **Plan and activities**

Proposals should include a broad outline of the Network's plan and programme of activities for (a) the first twelve months of operation when the seed funding is available; (b) a proposal for likely continued activities in the second twelve months, when the Network should be self-sustaining. This should include ideas on how to run and establish:

- The peer-review scheme
- Digital infrastructure to facilitate knowledge sharing between CUA signatories
- Best-practice activity such as development events, toolkits and reports focused on the tools/methods to support place-based civic engagement
- Stakeholder engagement across universities, government and key sectors (e.g. NHS, Arts Council, Local Government Association)
- Any additional activity you would like to propose

## **Host commitments**

For the Network to succeed there will need to be significant financial and in-kind support from the host organisation[s]. Proposals should detail this commitment over the time it takes to become self-sustaining.

## **Risks**

Proposals should identify potential risks (such as a delay in the roadmap for becoming independent/self-sustaining) and how risks will be mitigated.

## Budget and timeline

Bidders will be asked to produce a budget and timeline for the project and names of the team where available.

**Proposals should be no longer than 10 slides of A4.**

## Deadline

Proposals should be submitted via email to [upp-foundation@upp-ltd.com](mailto:upp-foundation@upp-ltd.com) by 5pm on 22 January.

## Decision making process

Proposals will be shortlisted by the judging panel, and shortlisted organisations will be invited to an interview on 11 February in London. The award of the grant will then be made by the panel (if a decision can't be made unanimously it will be based on a simple majority of the panel).

## The panel

The panel for deciding the winning proposal is:

- Richard Brabner, Director, UPP Foundation
- Professor Mary Stuart, Vice-Chancellor, University of Lincoln
- Professor John Goddard OBE, Newcastle University
- Pippa Coutts, Policy Manager, Carnegie UK Trust
- Smita Jamdar, Partner, Shakespeare Martineau

## Funding and support

The civic university is one of the UPP Foundation's key themes. It funds projects that help foster partnership and collaboration between universities and their local communities. The Civic University Commission – its most substantial policy project to date – focussed on ways in which universities and their communities can build mutually beneficial relationships for the public good. The creation of the Civic University Network was one of the recommendations from the Commission. Through this project the Foundation intends to incubate a new organisation which will take forward this agenda and strengthen the role of universities in the places they are based through collaboration and peer-learning.

Carnegie UK Trust has a long-standing commitment to supporting universities, across the UK, to work together with other sectors to increase the use of research in decision-making. The Trust is knowledgeable about place-making and supporting local wellbeing, and is aware of the potential that universities have to contribute to developing thriving communities where they are based. Through this project the Trust intends to support universities to increase the strength and depth of their local engagement, with purpose, and to enable universities across the UK to learn from each other's practice.

The UPP Foundation has committed £50,000 and Carnegie UK Trust £25,000 of seed funding for the Network over one year. Our commitment to this agenda means we will be supporting the CUA Network to look for longer term funding to continue the Network for a longer period. Once it is established the Network will be able to bid for funding from other relevant organisations. CUKT and UPP Foundation will also support the development of the Network through their respective events programmes.

## Eligibility

Eligible organisations who can apply to be the host/hub for the Network are:

- A Civic University Agreement signatory university
- A higher education or relevant sector body
- A relevant UK registered charity

We welcome proposals from individual organisations and collaborations/coalitions. Proposals from a coalition of organisations will need to detail the lead organisation, how the funding will be allocated and who is involved.

## How we will use your data

The UPP Foundation is committed to ensuring that your privacy is protected. By submitting the proposal you `consent` for and `contract` us to use the data in order to process your proposal. Your data is only used for the purposes of processing the proposal. We do not pass your data to third parties unless required to do so by law, in order to verify the detail contained in your proposal or to share with relevant persons considering your proposal – that is those on the shortlisting panel. We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant Memorandum of Understanding you hold with us.

For further details on how we use your data please read the UPP Foundation’s privacy policy.

## Declaration

Date: .....

I confirm on behalf of:

.....

1. Having read and understood the call for proposals, and as an officer of the Organisation, I hereby confirm my proposal to UPP Foundation.
2. In addition to the foregoing, I confirm that at the time of submission there is no conflict of interest between any member of the Organisation and any member of the judging panel, UPP Foundation Trustee Board, Carnegie UK Trust Trustee Board and that I shall disclose to UPP Foundation any actual or potential conflict of interest arising from the provision of the services immediately upon becoming aware that such actual or potential conflict arises.
3. In compliance with your requirements stated in the Call for Proposals, I have completed and returned the following documents:
  - Proposal
  - Declarationand confirm that I have submitted a compliant Proposal.
5. I hereby agree that the awarding of the funding is subject to signing a Memorandum of Understanding between the UPP Foundation, Carnegie UK Trust and grant recipient.
6. I warrant that I have all the requisite corporate authority to sign this Proposal.

7. I understand that UPP Foundation is not bound to accept any Proposal. I also understand UPP Foundation has the right to accept only part of a Proposal.

8. I understand that by offering an inducement of any kind in relation to obtaining this or any other contract with the UPP Foundation will disqualify my Proposal from being considered and may constitute a criminal offence.

**Signed:** .....

**Name:** .....

**In the capacity of (role):** .....

**Duly authorised to sign Proposal on behalf of (Name of Company):**

.....

**Tel:** .....

**Email:** .....

