



National University of Ireland, Galway  
*Ollscoil na bÉireann, Gaillimh*

## ALIVE Civic Engagement Fund

Information Booklet

2008-2009



### Introduction

The *ALIVE Civic Engagement Fund* was made possible by the NUI Galway Alumni Gala Banquet Ball proceeds of 2007. The *Civic Engagement Fund* will offer groups of NUI Galway students the opportunity to bid for seed funding to develop innovative civic ideas into concrete projects in order to create awareness and social change, both nationally and internationally. Participation in this programme will empower students to act on their civic passions and develop transformative experiences.

### Outlined below:

- **Aims and Objectives**
- **Ideas and Criteria**
- **Application Procedure**
- **Funding Obligations**
- **Support**

### Additional Documents attached include:

- **Application and Budget Description Form**
  - **Civic Engagement Toolkit**
  - **Civic Engagement Portfolio Guidelines**
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### Aims and Objectives

The NUI Galway ALIVE Civic Engagement Fund provides financial and advisory support to individual students and student groups to engage in active citizenship work.

#### Aims to:

- Encourage new ideas from NUI Galway students to create positive change;
- Encourage existing NUI Galway student groups and organisations to integrate active citizenship into their activities;
- Support community identified needs through increased student participation.

#### Objectives:

- To enhance the capacity of NUI Galway students to understand and to respond effectively to shared cultural, environmental, social and economic challenges.
  - To create effective partnerships between NGOs and NUI Galway around student-led volunteering initiatives.
  - To empower students to act on their civic passions and develop transformative experiences.
  - To develop a sense of ownership within students over their local area, understanding both the process of local governance and their role in it as citizens.
  - To develop students' team-work skills by learning alongside their peers and connecting with community members through activities for the development of their chosen target area or group.
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### Ideas:

You may bid for funding for one or more of the following suggestions,

- organise speaker events/seminars, develop or run training workshops;
- put on a conference;
- create a series of media articles;
- organise community outreach field trips;
- create a video, film, magazine, website, Blog or brochure;
- develop a campaign;
- carry out research.

The aim of your project/activity or event may be to:

- raise awareness;
- gain skills;
- recruit volunteers;
- fundraise.

Funds may be used to:

- purchase necessary equipment;
- pay for travel costs;
- fund entertainment for an event;
- training and skills development.

### Examples of Past Funded Projects:

- *Support for a cross-faculty fundraiser for nursing students volunteering overseas.* Engineering students waxed their legs to raise funds for Nursing students who volunteer abroad.
- *Support for engineering students to run a Road Safety Campaign with Road Safety Authority.* Student volunteers washed headlights and tail lights of cars with the support of the Garda Traffic Unit to raise awareness and funds for a Deliberator for the Galway Fire and Rescue Service. The students also organised a crash rescue on campus with the Galway Rescue Services.
- *Support for a campus Voter Registration Drive.* Students came together with the Political Discussion Society and manned stands in Aras na Mac Lienn to encourage students to register for the national election.

### Criteria

- The activity or project must take place during the 2008-2009 Academic Year
- There must be a member of NUI Galway staff to act as a mentor to support the project.
- There must be a community organisation to act as a partner in the project. See the ALIVE website for a full list of potential community partners.
- There must be a group of at least five students that will deliver or be involved in the project, whether it is an event or activity.
- ALIVE will assist the group, providing training and support where necessary. Civic Engagement Toolkit available to support you.
- The activity can take place at NUI Galway, in Galway City, nationally or internationally.
- Completed Application and Budget Description Form

- You should plan your application carefully and make sure you have sufficient resources available to provide a strong case.
- You will need supporting evidence of how you propose to use the funds.
- Completed Civic Engagement Portfolio detailing the activity, funding and outcome. Civic Engagement Portfolio Guidelines available to support you.

### How to Apply

Complete the Application Form and Budget Description Form which can be downloaded from the ALIVE website and submit to the ALIVE office by 31<sup>st</sup> October 2008. For support on completing these forms please contact the ALIVE office.

### Application Procedure

- ↪ Brainstorm! What's your great idea?
- ↪ Download forms and approach a community organisation and staff member to support your idea. The ALIVE office can help you make the initial contact.
- ↪ Submit your Application Form to the ALIVE office.
- ↪ The ALIVE Office will review your application and notify you of the outcome.
- ↪ If your application is accepted then the ALIVE office will support your application and plan funding arrangements.
- ↪ Get cracking! Realise your goal and draw upon the Civic Engagement Toolkit for support.
- ↪ Submit to the ALIVE office your Civic Engagement Portfolio detailing the activity, funding and outcomes.
- ↪ Celebrate! Your achievements will be highlighted at the 2009 ALIVE Certificate Ceremony.

### Tips for your Application

The following is a list of general advice you should consider when submitting an Application:

- download and read the application form with a member of NUI Galway staff and community partner;
- practice writing your bid;
- make sure the application looks good and is neat and legible;
- select an appropriate project title;
- prove there is a concrete need/ demand for the project;
- state how much money you need, what you need the money for and why;
- be realistic - do not necessarily bid for the maximum available;
- ensure your budget adds up and is realistic;
- show enthusiasm for the project, but be objective;
- show how you plan to monitor/evaluate the project and what will happen to the project when the money runs out;
- enclose appropriate supporting material - accounts, budget, leaflets etc.

### Who can apply?

The Fund is open to NUI Galway students in partnership with a community organisation and member of NUI Galway staff only. Any group or individual may apply as many times as they like to the Fund.

### Funding Obligations

1. *To share* your project experiences with a variety of communities, if requested. As part of the Civic Engagement Fund you may be asked to share your experiences with a variety of communities (e.g. schools, university student groups, or community groups).

2. *Acknowledgment*: Public acknowledgment of funding should be included in any printed programmes, reports, press releases, or publicity materials. Please use the following single line of text for such acknowledgments:

This programme is supported by the ALIVE Civic Engagement Fund of the  
National University of Ireland Galway.

3. *Civic Engagement Portfolio*: Submit your portfolio for the project that includes a budget report of how the project funds were spent, by April 2009. See the Civic Engagement Portfolio Guidelines on the ALIVE website.

4. Comply with all applicable NUI Galway policies, for example the NUI Galway Alcohol policy and Postering Policy.

### Support

The ALIVE programme will support the Civic Engagement projects. Please see the Civic Engagement Toolkit which includes a variety of information, including how to write a press release and fundraising tips.

For more information or support please contact:

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