

Rising from the Depths: Small grant application pack

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What is Rising from the Depths

The Rising from the Depths network aims to identify and utilise the [Marine Cultural Heritage \(MCH\)](#) of Eastern Africa to create tangible benefits in Kenya, Tanzania, Mozambique and Madagascar. The network will fund a range of Innovation Research Projects in the region. These are network funded, co-created research projects that aim to identify new opportunities and methods for using and protecting MCH.

Aims of the call: Innovative Projects

We are looking to fund challenge-led, coordinated and multi-disciplinary engagement with Eastern Africa’s extraordinarily rich MCH. We envisage commissioning a diverse programme of MCH orientated research projects across Kenya, Tanzania, Madagascar and Mozambique. To this end, the



call is open, we will consider any project that is relevant to, or deals with MCH in Eastern Africa, as long as they are collaborative, co-produced and challenge led, producing a clear benefit (economic, social or culture) for those living in coastal regions in Eastern Africa. Projects must be rooted in the Arts and Humanities.

The network has an £800,000 budget to fund projects from. Projects are divided into small (£1,000-£5,000), medium (£5,000-£30,000) and large (£30,000-£100,000). £100,000 of this budget is ring-fenced for the development of innovative, multidisciplinary arts and creative industry approaches to MCH under the title, *People, Time and the Sea*. All awards can be for between 6 and 18 months in duration, but must be completed by the end of June 2020. Applications must be made through our application forms, and submitted to risingfromthedepths@nottingham.ac.uk by 12pm (UK time) on the 14th of September 2018.

This programme is funded by the Arts and Humanities Research Council and Global Challenges Research Fund, and is being coordinated by the University of Nottingham in collaboration with the Universities of Roehampton, York, Bournemouth, Cambridge, Uppsala (Sweden), Ulster and Eduardo Mondlane (Mozambique). The programme ends in September 2021.

This document covers all of the information which you will need before you can write an application, including information of our aims and objectives, advice for filling in application forms and practicalities for submission.

The research challenge

The Rising from the Depths network aims to identify how the aspects of the MCH of Kenya, Tanzania, Mozambique and Madagascar can stimulate ethical, inclusive and substantial economic growth in the region.

Our definition of MCH is a catch-all term for the space affected by human maritime action. This includes tangible remains, such as submerged maritime sites or coastal archaeology, and intangible components, such as cultural practices, artistic and linguistic expression. It includes the relation between MCH and economic development, environmental management, social justice, education and identity. Projects might address East Africa's:

- Coastal built heritage
- Underwater sites
- Environments
- Natural resources
- Legal structures
- Material practices
- Living traditions

This challenge can be addressed through a range of disciplines, and multidisciplinary research is strongly encouraged as long as the project is rooted in the Arts and Humanities.

Kenya, Tanzania, Mozambique and Madagascar are among the least developed countries in the world, leaving them vulnerable to geopolitical turmoil, resource exploitation and environmental change. Many of the development activities in East Africa are threatening its MCH and the people living in these regions. Fast paced changes and development leaves vulnerable coastal groups at greater risk of exploitation and insecurity. Development agreements rarely take account of cultural heritage or its value. The role MCH could play in private industry development and development aid success has not yet been realised and research in the area is lacking. It is our goal to challenge this.

Coastal areas are also vulnerable to threats from climate and environmental change, including storm activity and changing sea levels. There is a lack of historic baseline data in this area, which causes difficulties for forward planning. This creates another threat to MCH in East Africa.

We believe that MCH has an important, but so far unappreciated role to play in the long-term success and sustainability of coastal and marine development. We aim, through our projects, to communicate the significance of MCH from the grassroots, through working directly with local groups and engaging national governments through considering relevant development law and policies.

The three main areas in which research can fall into are: policy, industry and the community. [You can find out more about these through our website.](#)

Eligibility

Eligible project activities

Awards can be for between 6 and 12 months in duration but must be completed by the end of June 2020.

A grant may be used for any research related activity and to communicate the findings of research. This could include, but is not limited to:

- Fieldwork
- Quantitative surveys
- Focus-groups
- Interview-based research
- Archival research
- Photographic documentation
- Producing a film/play/media programme/app
- Holding a course or workshop about research

Non-eligible activities

Activities that are not eligible for funding include:

- Activities that **do not contain an element of new research**
- Fees for individuals to undertake university undergraduate or postgraduate courses
- Any application requesting only equipment

The project team

The project team will be composed of a Principal Investigator (responsible for the leadership of the project) and up to three Co-Investigators. These investigators should include at least one researcher from Kenya, Tanzania, Madagascar, Mozambique or the UK. Where the Principal Investigator is not from the UK, the application must demonstrate some collaboration with a UK based partner. There can be international Co-Investigators who aren't from DAC counties, [find out more about these here.](#)

Applications from early-career researchers are strongly encouraged. "Researcher" is understood in the broadest sense of the term as, people who wish to undertake an inquiry or exploration through any method, e.g. ethnography, fieldwork, literature review, discussion, film, theatre, art, interviews, conversation, science, observation etc. Any discipline is eligible to apply, but the team must have at least someone who is working within an arts or humanities discipline and the project must be rooted in the arts and humanities.

The composition of your team will be considered by the assessment panel. We encourage teams to work across local communities, with NGOs, third sector partners or with marine industry stakeholders, this should be considered in the composition of your team. Project teams must be interdisciplinary, and we encourage groups to consider equality, diversity and inclusion when forming the group.

Principal Investigator/Host Institution eligibility

The Principal Investigator must be from either Kenya, Tanzania, Madagascar or Mozambique, or the UK. Applications can be made through a host organisation (e.g. an NGO, University, Research Institute, community group social enterprise, arts or cultural organisation) or by individuals where a host organisation is not possible. The host organisation or individual will be responsible for the following:

Ability to deliver

The award holder should be able to:

- demonstrate capacity to support and lead excellent research programmes;
- provide evidence of a commitment to maximising the wider impact and value of its research to the benefit of local economies and society;
- demonstrate commitment to the principle of Open Access publication;
- have sufficient capacity to deliver research and/or other outputs that are appropriate to the wider aims of the Network Plus award and that can be meaningfully recorded and reported as such;
- demonstrate an ability and commitment to provide appropriate leadership and support to those staff involved with funded research activity.

Governance and Control

The award holder should be able to:

- demonstrate good governance to manage risk, fraud and corruption;
- have processes for preventing, detecting, reporting and responding to allegations of slavery, fraud, bribery and corruption;
- have satisfactory processes in place to deal with allegations of misconduct;
- demonstrate an ability to manage data if necessary;
- show that they will manage safeguarding policies if appropriate.

Financial Stability

The award holder should be able to:

- demonstrate an ability to manage finances, including methods to record all bank and cash payments so that they can be individually identified;
- have a bank account that is in its legal name and that can be reconciled;
- have methods for keeping all relevant documents (such as invoices and receipts) relating to payments;
- have satisfactory procedures in place for making payments by invoices, travel advances or reimbursements.

Sub-contract Management

Where the Project lead / PI role on the project would involve sub-contracting to third parties, the organisation should be able to:

- ensure there is a policy in place to sufficiently manage sub-contractors, ensure safeguarding, and address any associated financial or compliance risks.

Please be advised that if your project is chosen for funding that you will be required to evidence the above through the provision of appropriate policies, procedures and audited financial statements. For any additional guidance please contact us at risingfromthedepths@nottingham.ac.uk.

Co-Investigator eligibility

Projects can have up to three co investigators. At least 50% of costs **must** be allocated to East African countries involved to meet UK Overseas Development Aid requirements for direct benefit.

There can be international Co-Investigators who aren't from DAC countries, but no more than 30% of the costs may be allocated to an international non-DAC Co-Investigator's institution. This 30% limit applies to the total costs for international Co-Investigators who are not based in DAC list countries and the costs for third sector organisations.

An NGO based specifically in a DAC list country and working in that specific context would not be subject to the 30% limit. There may be cases where an NGO is based and working in a broader area involving more than one DAC-List country. In such cases, the 30% limit would not apply as long as the project focused on one of the countries in that broader area. For any additional guidance, please contact us at risingfromthedepths@nottingham.ac.uk

Application process and format

Read this information carefully before completing and submitting your application. Incorrect/incomplete applications will not be considered.

Your application should consist of seven or eight (dependant on whether you submit visual evidence) documents:

1. A completed application form, [available from our website](#). This should be written in English and signed by the Principal Investigator and a representative of the host organisation (and research office if your host is a University)
2. A completed budget form, [available from our website](#)
3. A case for support, not exceeding four sides of A4 (size 12, Arial font, 2.5cm margins, single spaced), [see below](#)
4. A budget justification, not exceeding one side of A4 (size 12, Arial font, 2.5cm margins, single spaced), [see below](#)
5. Visual evidence, up to two sides of A4 (optional)
6. An Official Development Aid compliance statement, not exceeding one side of A4 (size 12, Arial font, 2.5cm margins, single spaced), [see below](#) for questions to be answered and further details
7. CVs for the Principal Investigator and all Co-Investigators
8. A completed reference form from your referee, [available from our website](#)

Please send all of the completed documentation to risingfromthedepths@nottingham.ac.uk by 12pm (UK time) on the 14 of September 2018.

Case for support

The case for support is a free form document, no longer than four sides of A4 (size 12, Arial font, 2.5cm margins, single spaced), where you can describe your project in more detail. We expect the case for support to include:

- A description of your **aims**, the relation to the network's aims and research context in which you are working. We would like to know the problems you intend to address and issues you will explore. You should also address the context of this research, looking at why it is important, other research in this area and the contribution you will be making to this
- The **methods** you will use to address the questions, including why you have chosen these. This is also where you would include any creative aspect of your research and any new processes that you will be developing
- **Project management**, including how you will be allocating roles, the multidisciplinary aspects of your research, co-production, staff time on the project, timetables and milestones, risk assessments, post-doctoral researchers, secondments and staff development
- **Ethics and permits** to include any ethical implications of your research (such as involving human participants, relation to the environment or the safety of countries involved). Give brief details of these and how you will address them, indicating whether your host institution has ethical guidelines
- The kinds of **outputs** that you intend to produce, how you will maximise these, and how we will be able to share these on our MCH Usable past platform, www.risingfromthedepths.com
- Relation to a larger project if applicable

Guidance on budgeting and project timescales

When applying for a grant, you will need to submit a fully itemised budget. The Excel budget template can be downloaded from our website, it contains two sheets; one for UK based costs and another for international costs. You must also submit up to one side of A4 (size 12, Arial font, 2.5cm margins, single spaced) in which you justify the budget.

Guidance for drafting budgets:

- Your budget must be presented in Great British Pounds (GBP). When converting currency, please use www.oanda.com/currency/converter
- You can apply for a maximum of £5,000 as a small grant
- At least 50% of costs must be allocated to the DAC countries involved, the meet Overseas Development Aid requirements for direct benefit. No more than 30% of costs may be allocated to an international, non DAC, Co-Applicant's institution
- No more than 25% may be used to purchase equipment
- Organisations in Kenya, Tanzania, Madagascar and Mozambique can request up to 20% of overheads costs on staff costs, these must be part of the total requested budget
- Funds cannot be used for any activities after the end date of the grant, e.g. travel taking place after the grant finishes even if tickets are purchased before the end date
- All expenses should be good value for money, standard class public transport and economy air travel
- If you intent to translate your outputs, please include translation costs
- All expenses will need to be reported by a receipt of payment

Guidance for drafting budget justifications:

- Explain why the indicated resources are needed, taking into account the nature and complexity of the project
- Justify the need for investigator time, consultancy or subcontracting, considering the administrative responsibilities of running a project
- The need for facilities or staff must be justified, but we do not need a justification of their value
- Estates costs need not be justified
- Cost for items expected to be found in a host institution must be justified

Should your application be successful, information on financial and narrative reporting will be provided in the award letter. This will include an itemised financial report, supported by invoices and receipts.

Overseas Development Aid Compliance Eligibility

Applications must provide evidence to demonstrate that activities primarily and directly benefit [developing countries on the Development Assistance Committee \(DAC\) list](#). To be ODA eligible, GCRF activity must address development needs specific to the DAC countries worked with, and must primarily benefit those developing countries. Any benefit to the UK or other developed countries must be a secondary consideration.

All applications for funding must include an ODA Compliance statement, not exceeding one side of A4 (size 12, Arial font, 2.5cm margins, single spaced), addressing the following questions:

- 1) Which country/countries on the DAC list will directly benefit from this proposal? [The DAC list of ODA recipients is available here.](#)**
- 2) How is your proposal directly and primarily relevant to the development challenges of these countries?**
- 3) How do you expect that the outcome of your proposed activities will promote the economic development and welfare of a country or countries on the DAC list?**

Visual evidence

You may submit up to two sides of A4 as visual evidence. This can include images, graphs and tables. This is not compulsory.

Assessment process and criteria

The assessment process will include independent expert peer review, undertaken by the assessment panel. Standard principles of review will apply with regard to confidentiality and conflicts of interest.

The assessment panels will comprise of members of the Network Plus core institutions and its external partners, these will include overseas and non-academic reviewers. The awards will be made to a balanced portfolio across the research themes, different partnership models, engagement methods and arts-based approached.

A strong application will contain:

- Alignment with [the key research aim of the network](#)
- A clear method for the research, including a consideration of ethics and risk
- A centrality of arts and humanities research
- Plans for communicating research, including a consideration of language and producing content for the Network's website (MCH Usable Past Platform)
- Good value for money
- Evidence of the capacity of applicant(s) and/or plans for the support of scholars (e.g. training, mentoring or advice)
- Evidence of the main applicant's ability to deliver projects and outputs
- Must primarily benefit developing countries
- A consideration of the legacy of the project beyond its initial timeline

Call timeline

14 September 2018, 12pm UK time – Deadline for submissions

Early October 2018 – Peer review

Mid October 2018 – Panel meeting

November 2018 – Funding decisions issued

January 2019 – Award start date

Scheme requirements and post award reporting

The Rising from the Depths Network will require full reports from all projects, which they will report back to the Arts and Humanities Research Council, for audit purposes and Official Development Aid requirements. This may include data gathered through the application process.

Outputs from commissioned projects will form part of the reporting for the network. You will need to include information about the type of output that you plan to produce in your application. Rising from the Depths encourages the production of a wide range of outputs, including those outside of traditional academia. The lead research office, at the University of Nottingham, will be responsible for ensuring the reporting arrangements are in place to allow successful projects to meet this requirements.

All successful projects will be required to provide quarterly updates that will be reviewed by the networks management board. These will feed into the network's activities and research, including training events and knowledge exchanges.

Projects should consider some key performance indicators that they may use to measure success. These could include, but are not limited to, numbers of participants to events, reach achieved, changes in organisational behaviour, questionnaire data from participants or case studies. Applications should show an awareness of how the methods their project will use.

Rising from the Depths will be creating a MCH Usable Past, Open Source Platform, and will be assessing what applications will be able to offer to this resource. These could include creative content, academic articles or work commissioned as part of a project.



Application checklist

Before submitting an application, please ensure you have:

- Read the application guidelines carefully to ensure that your proposal is eligible for a Rising from the Depths Network Plus grant
- Check documents for formatting and completeness (incomplete applications will not be considered), [the full list of documents are here](#)
- Included all of the additional documentation required
- Ensure both yourself and the host organisation have signed your application
- Email the application to risingfromthedepts@nottingham.ac.uk
- Speak to us at risingfromthedepts@nottingham.ac.uk if you have queries