Festival of the Mind 2024: Application Guidance

Festival of the Mind 2024 will take place between **19-29 September** in venues across Sheffield. The iconic spiegeltent will return and we anticipate that the festival will take place in person and online.

Applications to take part are open and must be:

- Completed using the online form by **5pm on 29 January 2024**
- Submitted by an academic member of staff and be jointly made with at least one external partner
- Based on a collaborative project about current research taking place at the University of Sheffield
- Involve an activity to be delivered either online or in person during the festival dates (19-29 September 2024) as part of the festival programme
- Based on an understanding that the University of Sheffield intellectual property used in the projects will remain the property of the University of Sheffield
- Based on an agreement that all artworks created will remain the property of the University of Sheffield (unless otherwise agreed in advance)

Both project parties are advised to work on the proposal together and then the academic member of staff should paste and submit their responses using the online form. The questions can be previewed at the end of this document.

Please note that the application form cannot be saved and returned to later on - so please prepare your answers so they can be inputted in one session.

Budget

A full breakdown of budget for the application should be included in the application form for up to a maximum of **£5,000** including VAT and <u>excluding</u> marketing (website, brochures and advertising) and venue hire as this will be covered by the festival.

What to include: materials, costs for partner's time in preparing and delivering the project, costs of moving finished pieces to exhibition venues, costs of specialist software etc. Staff costs such as overtime or for technical support may be considered - please ask for advice.

What to exclude: academic staff time that is core funded, venue hire charge (unless you have a specific need and can only use a specific venue) etc.

If you are in any doubt whether to include costs, please include them and these will be discussed if your project is successful. If you have any questions, please contact [engage@sheffield.ac.uk.](mailto:engage@sheffield.ac.uk)

Assessment Criteria:

- Strength of the research
- How it will capture and engage a public audience
- Potential for the event to achieve significant outcomes and any potential legacy activity
- Quality of the collaboration and approach to the partnership
- Alignment with University and faculty research and engagement priorities

We will seek to ensure selected projects represent the range of university disciplines and the diversity of our staff and creative partners.

Application Questions

Academic staff:
- *Name.*
- *Department.*
- *Faculty.*
- *Phone number.*
- *Are you part of one of the University's Flagship Institutes and if so, which one?*
- *What stage are you at in your academic career?*

Creative partner details:
- *Name.*
- *Address.*
- *Phone number.*
- *Email address.*

About the project:
- *What is the title of the project?*
- *Which of the following themes does the project relate to? Tick as many as apply.*
- *What kind of activity are you planning and is this in person, online or both? Tick as many as apply from a list: animation, exhibition, film, lecture, talk or panel debate, play/ performance, podcast, workshop or other, please state.*
- *Please give an event description in 50 words. Please make this suitable for a public audience.*
- *General summary of project proposal (maximum 250 words). Describe briefly the nature and scope of the project. What are the objectives of the project? What are the outputs/deliverables you expect?*
- *Links to research (maximum 250 words). Please give details of the research and outputs this application relates to. How is the research funded? Is there any match funding?*

Collaboration:
- *How did the collaboration come about? Choose from a list and tick as many as apply. met at the ideas bazaar, saw the partner's details on padlet (online profile), a member of University staff put us in touch, someone recommended the partner to me, we have worked together before or other, please state.*
- *Briefly describe the collaboration and the parts that the academic and partner will play in the project (maximum 100 words).*
- * Please add any web/social media links to related work here.*

Budget and signatures:
- *What is the total amount you are applying for, in £s?*
- *Please give a full financial breakdown of all expected costs including VAT excluding marketing (unless this takes place prior to the festival). The budget should include all expenses incurred such as creative partner's time, materials, travel, meetings,*

equipment needed, filming and VAT. Please refer to the guidance about what can and cannot be included.

This form must be submitted by the academic member of staff named in the application. I confirm that I wish to apply for funding from the Festival of the Mind Fund and that the information presented in the application is accurate to the best of my knowledge. I agree to comply with the University's financial https://www.sheffield.ac.uk/finance/regulations.