PARLIAMENTS AND PEOPLE PROGRAMME (P4P)

Medium Grants - Information Pack for Applicants

1. What is the Parliaments and People Programme?

The Global Research Network on Parliaments and People (GRNPP) links researchers, artists and civil society, and enables them to discuss and imagine what democratic politics might look like in a more engaged and inclusive political world.

Our network will offer to scholars and artists: training and advice; small, medium and large grants; mentoring in research methods and dissemination; facilitation of learning between grantees; support in advocacy; research events; and opportunities for multi-disciplinary co-operation within the research network. Our Parliaments and People programme (P4P) aims to create opportunities for scholars and artists in Myanmar and Ethiopia to undertake research that helps scrutinise, understand, communicate and support the processes and relationships required to deepen democracy in those countries. National researchers, artists and cultural and creative industries will be given support and opportunities to undertake high quality research on the relationship between Parliaments, elected politicians and people in society.

This programme is funded by the Arts and Humanities Research Council and Global Challenges Research Fund and co-ordinated by SOAS in collaboration with Enlightened Myanmar Research Foundation, Forum for Social Studies, Hansard Society, Jawaharlal Nehru University, and Leeds University. It will end on 30 September 2020.

If you have any questions about the network or the grant making, then please email us at grnpp@soas.ac.uk or contact our partners EMReF (Myanmar) or FSS (Ethiopia).

2. Grant-making schemes

We have three funding schemes:

- Small grants £1,000-5,000
- Medium grants £5,000-30,000
- Large grants £30,000-100,000

This pack has details about the medium grants scheme. Applications forms and deadlines for applications are available at http://parliaments4people.com/grants/. Awards can be for between 6 and 18 months in duration but must be completed by the end of June 2020. Your can submit your application anytime as there are no specific deadlines for medium grants.

3. Eligibility and rules for applying for medium grants

Each grant application must designate a Main Applicant (that is, Principal Investigator). This is the person to whom the grant will be assigned and who will be responsible for the leadership of the project including the reporting of progress, expenditure and outputs. The Main Applicant for a grant can be from Ethiopia, Myanmar or the UK. We will give preference to those who generally get less access to funding opportunities.

Medium grants can include a UK scholar as part of the team either as Co-Applicant or as a Main Applicant but it is not required. UK applicants must be based in a UK research organisation or University.

Large grants must have someone from Myanmar or Ethiopia either as Main Applicant or as a Co-Applicant. Applicants from Ethiopia or Myanmar could be from an NGO, University, Research Institute, Arts or Cultural Organisation, or Social Enterprise. Please contact us at grnpp@soas.ac.uk if this poses difficulties or if you have any questions about affiliating with a host organisation. Please contact us if you require assistance to find a UK partner or to discuss collaborations.

In addition to the Main Applicant, applications can also include up to three Co-Applicants from institutions based in Ethiopia, Myanmar or the UK. It may also be possible to include Co-Applicants from countries other than these (please contact us at grnpp@soas.ac.uk to discuss). The role of a Co-Applicant is to assist the Main Applicant in the management and leadership of projects as well in carrying out research.

Applicants may be researchers in the broadest sense of the term – people who wish to undertake an inquiry or exploration through any method (e.g., ethnography, literature review, discussion, film, theatre, art, interviews, conversation, observation etc.). Scholars, artists or cultural and creative industries may apply. Applicants can be from any discipline, but the team must include at least one researcher who works in an arts or humanities discipline.

A grant may be used for any research related activity and to communicate the findings of research (as examples: ethnographic fieldwork; quantitative surveys; focus-groups; interview-based research; archival research; photographic documentation; producing a film/play/media programme/app; evaluation of a governance programme; or holding a course or workshop about research). You are encouraged to include costs for supporting your project (e.g., through training, mentoring or guidance) and mentors, consultants or project partners may be included from any country.

We encourage people to apply for a small grant in the first instance and then, if interested, for a medium or large grant once the small project has been completed. Grant holders will be required to periodically produce reports detailing progress, expenditure and outputs. Grantees are required to make the materials collected under P4P funding Open Access (for rules about Open Access: http://www.ahrc.ac.uk/about/policies/openaccess/).

These activities are not eligible for a grant:
- Activities that contain no element of new research
- Fees for individuals to undertake university undergraduate or postgraduate courses
- Any activities that undermine the goal of human rights for all

All applicants should be prepared to sign a statement supporting universal human rights, as described in the UN Declaration of Human Rights (http://www.un.org/en/universal-declaration-human-rights/).

4. Research themes

The content of your proposal needs to contribute to our understanding of the relationship between Parliaments, elected politicians and people in society. 'People' can be, as examples, constituents, civil society, community groups, movements, private sector, media, bloggers, displaced people, or children. Those who embed gender, class, age and ethnicity into their proposals are more likely to be successful.

We ask you to address one or more of our research themes:

1. **Culture of representation:** How do cultural ideas about effective representation, gender equality and public engagement emerge for elected politicians and citizens within specific cultures and histories? What are citizens' (or non-citizens) and CSOs' attitudes to Parliaments (national and regional) and politicians, what difference does gender and sexuality make, and how are attitudes changing? What conversations take place between them and how are they gendered through language, performance and ritual? How and why does trust increase or decrease between politicians and people? What is the potential for combining representative and participatory democracy, what incentives can be created and what change is desired and realistic?

2. **History of exclusion and instability:** In what circumstances has representation historically contributed to gender equality, the promotion the rights of excluded groups, as well as stronger trust, peace and stability? Do women and men imagine the political future differently and how is this shaped by their histories? What role does masculinity have in political performance, violence and interaction? How do inequalities, rituals, language, self-confidence and claims of authority include or exclude people?

3. **Imagining deeper democracy through media and the arts:** How can Parliaments (national and regional) respond to people, improve outreach and enhance the relationships between politicians and the public? How can decentralization and the power dynamics between national and regional legislatures work more effectively? How can arts, media, social media, theatre or other creative activities influence politics and deepen democracy? How can we measure these changes? What is unique to particular locations and what generalisation can be found across them?

5. Budgeting and Reporting

When applying for a grant you will need to submit a fully itemised budget (the Excel budget template can be downloaded from our website along with the application form).
Your budget must be presented in UK Pounds. When converting currency please use this website: https://www.oanda.com/currency/converter/. The total value of funding requested is to be entered on the grant application form (question 6) along with a breakdown of costs and an explanation of your budget requirements (question 19). Any cost should be integral to the project and justified on the form.

Guidance for drafting budgets:

- You can apply for a maximum of £30,000 as a medium grant.
- At least 50% of costs must be allocated to the African or Asian countries involved to meet UK Overseas Development Aid requirements for direct benefit. No more than 30% of the costs may be allocated to an international non-DAC Co-Applicant's institution.
- Please use the separate sheet in the excel budget template for (a) organisations in Myanmar, Ethiopia or other non-UK country and (b) UK organisations.
- Organisations in Myanmar, Ethiopia or other DAC countries can request up to 20% overhead costs on staff costs. Please note the overheads cost need to be included as part of the total requested budget.
- UK organisations should prepare their budget in accordance with AHRC guidance (https://ahrc.ukri.org/funding/research/researchfundingguide/) which indicates that funding will be granted at 80% of total FEC.
- Funds cannot be used to meet the costs of an activity that will fall beyond the end date of the grant, e.g. travel taking place after the end of the grant cannot be charged to the grant even if the tickets are purchased in advance.
- All expenses should be based on good value for money. For example, travel should be based on standard class on public transport and economy class by air.
- All taxes, including VAT, should be included within the total.
- If you intend to translate any of your research outputs, please include the cost of translation as part of your overall budget.
- If awarded the grant, all expenses will need to be supported by a receipt of payment (please notify our team if this poses a difficulty in exceptional circumstances before making the expenditure).
- If your budget includes staff costs, such as consultancy, subcontracting or salary costs, please explain how you arrive at these costs in the budget justification (question 19 on the form).

Should your application be successful, information on financial and narrative reporting will be provided in the terms and conditions and award letter of the grant. This will include an itemised financial report supported by invoices and receipts, and a narrative report including outcomes and research outputs. Additional updates on outcomes and outputs of the research may be requested after the end of the project.

6. What makes a good medium grant?

Your proposal will be assessed by our team and grant-making panel according to these criteria:

- Alignment with our themes (see 4 above)
- Embedding of gender, class, age and ethnicity
- Research quality including a clear and appropriate methodology for the research and a consideration of ethics and risk
- Centrality of arts and humanities research to the proposed activities
- Plans for communicating with others throughout the research to make the inquiry and its findings accessible (including a consideration of language) through appropriate outputs
- Good value for money

- Strong capacity of the applicant(s) and/or plans for support for the scholars (e.g., through training, mentoring, or advice)
- Realistic goals that comply with ODA (https://www.ukri.org/files/legacy/international/gcrfodaguidance-pdf/)
- Potential to contribute to the long-term deepening of democracy
- Consideration of lasting legacy ensuring project benefits extend far into the future

7. Completing the application

Read this information pack carefully before completing and submitting your application. Your application will consist of five documents:

1. A completed application form. This should be written in English and must not exceed 15 pages excluding CVs (Times New Roman, 12 font, margins of 2.5 cm). The application form must be signed by the Main Applicant and a representative of the host organisation (and the research office if your host is a university)
2. A completed budget form
3. CV from the Main Applicant plus additional CVs for any Co-Applicants
4. A statement of support from your host organisation including an evaluation of the proposal's objectives, methods and communications, and confirmation of the budget
5. One reference from a referee who is familiar with the work of the Main Applicant. These must be submitted separately to p4p@soas.ac.uk before the application can be considered. Please inform your referees that we do not accept generic references. Reference templates are available on our website.

Send the completed and signed application form plus supporting documents by email to: p4p@soas.ac.uk.

8. Checklist for applicants

- Read the guidance notes carefully to ensure that your proposal is eligible for an P4P grant and that you have completed the application form and budget form correctly
- Contact your referee early to ensure they can give a reference. Reference templates are available on our website. Inform your referee that they will have to complete a reference and then ask them to email it to p4p@soas.ac.uk
- Check documents for formatting and completeness (incomplete applications will not be considered)
- Make sure you have included a statement of support from your host organisation
- Print the completed application and get it signed by the representative of the host organisation who provided the statement of support (plus the research office if your host is a university)
- Sign the application yourself and email the signed copy of the application form to p4p@soas.ac.uk
- Ensure that your referee has submitted their references as we are not able to assess an application without it
- If you have any questions then email us at grnpp@soas.ac.uk