

Open Academy Instructions

I. OBJECTIVES

The primary objective of the Open Academy program is to engage the general public in stimulating discussion about a topic of current interest. Additional objectives include promoting Atlantic Canadian artists and scholars and reinforcing the Royal Society of Canada's profile within Atlantic Canada.

The Open Academy program was originally envisioned as an informal event bringing together scholars and artists with members of the public to foster discussion and debate. Through the imaginative contributions of successful applicants, the program has expanded to include a live theatre production, an exhibition of medical artifacts, and a premiere movie event with the filmmaker, all followed by panel discussions. Information on past Open Academies can be found at: <https://rsc-src.ca/en/about-us/rsc-atlantic/atlantic-events>.

II. ELIGIBILITY

The Principal Applicant must be a faculty member at a university that is an RSC Atlantic Institutional Member. The Co-Applicant can be another faculty member or a student at an RSC Institutional Member. <http://www.rsc.ca/en/institutional-members/current-institutional-members>

For informational purposes, please note when an Applicant(s) or participant(s) is an RSC Fellow or RSC College Member.

Individuals are normally limited to one-time funding within a two-year period.

III. HOW TO APPLY

A complete application includes the: (i) Application Form; (ii) Event Proposal; (iii) Budget Proposal; and (iv) Optional attachments. These files should be combined into a single PDF file and submitted for review. Submit the completed application to Ashlee Cunsolo Ashlee.cunsolo@mun.ca and copy to esimpson@mta.ca.

A final requirement of Open Academy funding is the submission of a Final Report. Details below.

- i. Application Form can be found online.

Event Proposal (Maximum 2 pages) should include information about objectives, participants, and outcomes.

- a. *Objectives*

The application should include a description of the topic and its importance to the general public, the planned format for the event, and details about the designated public venue. The topic must be of interest to the general public. The event's focus

should be to provide further understanding and to encourage citizen engagement. The venue must be accessible and suitable for the topic (for example, public library, church, arts centre).

b. Participants

The application should include relevant biographical information on the Applicant(s) and the participant(s), including students, with details about the nature of their contribution to the planned event. The Principal Applicant must have the academic background to facilitate an event on the selected topic. Participants must have the required experience or expertise to address the topic. Experience communicating with lay audiences should be noted.

c. Outcomes

A detailed communication plan must be outlined which identifies the target audience(s) and includes strategies, tools, and timelines. This may involve traditional advertising, media promotion, email, social media platforms, and posters. Communication and promotion materials must include the RSC Atlantic logo.

If partnering with an external organization, the value of the partnership should be explained. RSC Atlantic must remain the forefront sponsoring host.

ii. Budget (Maximum 1 page)

The maximum award is \$3,000. The budget must comply with both the affiliated institution's expenditure and travel policies and RSC allowable expenses. Funds will be awarded in two stages, half following application success, and half upon submission of the Final Report.

The application should include a detailed budget along with budget justifications. Vendor quotations should be included for expenses such as venue rentals, audio-visual equipment, and hospitality costs. The budget must detail when additional event funding will be received through partnership with an external organization or in-kind contribution.

A budget template can be found online.

Allowable Costs

- Costs associated with promotion and publication of the event
- Travel and accommodation for participants
- Venue rentals and associated public meeting costs (e.g., audio-visual equipment)
- Hospitality costs (non-alcoholic refreshments or meals). Current RSC meal rates: breakfast \$16.55, lunch \$16.80, dinner \$44.40
- Student training at university-approved rates (for example, registration; information; photography; website)

- Re: honoraria: Normally not an allowable RSC cost. Within the Open Academy program, however, and with explanation for the request, applicants may include modest honoraria for guest participants, not to exceed \$250 per person, or \$500 per event.

Prohibited Costs

- Alcohol
- Purchase or maintenance of equipment
- Salary support for the Applicant(s), research trainees, or administrative overhead
- Gifts for participants or staff

iii. Optional attachments

If applicable, include a brief explanation for honoraria request; vendor quotations; letter of support from partner; etc.

IV. REVIEW

Applications are adjudicated on a continuous basis. The Committee endeavours to provide responses within two weeks of receipt of applications.

V. CONDITIONS OF FUNDING

- i. The Open Academy must be held within 12 months of notification of a successful application. The event must be held in a fully accessible public venue (preferably off-campus, in an art gallery, public library, church, provincial archives, local hall, et cetera), openly advertised, with free admission to the general public. All communications related to the event must acknowledge RSC Atlantic sponsorship, and all publications must include the RSC Atlantic logo (available on-line). An RSC Atlantic banner will be provided for display at the event. Final information pertaining to the Open Academy location, time, subject matter and participants must be communicated at least three weeks prior to the date for posting on the RSC Atlantic website, to ashlee_cunsolowilox@cbu.ca and esimpson@mta.ca. A Final Report must be submitted.
- ii. The Principal Applicant may partner with a maximum of two external organizations when these organizations are providing substantial financial or in-kind support for the event. However, RSC Atlantic must remain the forefront sponsoring host.
- iii. The Principal Applicant is responsible for meeting all requirements to enable the Research Office of his/her affiliated institution to administer the Open Academy funds.
- iv. Within four weeks of hosting the event, the Principal Applicant must submit the Final Report. The Report must include:
 - a 250 word description of the event;
 - two to four captioned photographs, including one photo of key participants with the RSC Atlantic Banner, when available, and one photo of the audience, all suitable for inclusion on the RSC Atlantic website;
 - a final financial statement from the affiliated institution, showing the use of funds;
 - unspent funds returned to the RSC.

Final Reports are submitted to esimpson@mta.ca with copy to ashlee_cunsolowilox@cbu.ca.

VI. QUESTIONS

If you have questions, please contact ashlee_cunslowilox@cbu.ca

VII SUBMISSION OF APPLICATION

- i. Completed applications must be submitted to ashlee_cunslowilox@cbu.ca with a copy to esimpson@mta.ca, and received a minimum of 2 months prior to the date of the event.