

ARCadia: Guidance Notes for Applicants

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Timeline



What is ARCadia?

ARCadia is a festival that will celebrate the public opening of the Advanced Research Centre (ARC), a flagship new building for the University and the people of Glasgow.

The festival's public programme will run from **16 September to 30 September 2022**, coinciding with [Doors Open Day Weekend](#), the September Weekend and [Explorathon](#).

What are we looking for?

This is an open call for events and activities that will showcase, celebrate and engage the public with the fantastic diversity of research, innovation and partnerships happening in Glasgow today. We want to bring the ARC to life and create a welcoming, inspiring space for everyone, inside and outside of the University. This is a unique opportunity to be a part of this major celebratory event.

We are particularly keen to support ideas that involve:

- Collaboration between the university and non-academic groups
- Engaging traditionally marginalised groups, or groups who experience barriers to accessing the university e.g. those with protected characteristics under the Equality Act 2010; socio-economically disadvantaged groups
- Engaging communities local to the ARC (postcodes G11, G3, G12)
- A mix of disciplines or sectors, from the arts to social, physical and life sciences
- Creative approaches to engagement

Events from all disciplines are welcome and encouraged.

Is there funding available?

We have a limited fund to support activity ideas. To ensure this is distributed fairly, we encourage colleagues to first explore local sources of funding, for example from research, college or school budgets.

If you do not have access to funding but require support for your event (e.g. for materials, speaker/performer costs), you are invited to apply for the **Festival Fund**. Two tiers of funding are available:

- **Small grants, up to £250**
- **Large grants, up to £2,000**

The funding application is embedded as part of the proposal form. Interested groups outwith the university can apply to the fund in partnership with staff or students.

Applications will be prioritised according to the criteria described above.

Where will events take place?

We anticipate that most events will take place in the ARC. However, this is a Glasgow-wide celebration and so proposals for 'satellite' events outside of the building, or online are also welcome. We understand the value of events that take place in the heart of communities for building relationships and trust.

Is there support to help develop my idea?

For university staff or students, we would recommend speaking with your [local public or community engagement advisor](#) for support with developing your event. Training in planning and evaluating public engagement is available to book via CoreHR – [find out more](#).

Our [self-guided course in community engagement](#) is open to all, inside and outside of the university. We will also be programming live training sessions during the summer to offer guidance and support with planning, delivering and evaluating your event. These will be open to all.

For University of Glasgow staff and students, engagement and knowledge exchange professionals are available to support you at College level, as follows:

- *College of Arts* – Casi Dylan: casi.dylan@glasgow.ac.uk
- *College of Medical, Veterinary and Life Sciences* – Alison Caldecott and Suzanne McEndoo: MVLS-Engage@glasgow.ac.uk
- *College of Social Sciences* – Monique Campbell and Judy Wasige: Monique.campbell@glasgow.ac.uk and judy.wasige@glasgow.ac.uk
- *College of Science and Engineering* – Neil Findlay: neil.findlay@glasgow.ac.uk

In addition, Zara Gladman (zara.gladman@glasgow.ac.uk) and Ken Skeldon (kenneth.skeldon@glasgow.ac.uk) are happy to discuss ideas with researchers from any College.

If you are outside of the University of Glasgow and wish to discuss your idea, please contact Zara Gladman: zara.gladman@glasgow.ac.uk.

I am not part of the University of Glasgow but would like to contribute to this festival. How can I get involved?

We would love to hear from you! You are welcome to submit your idea via this form. However, we would also encourage you to contact the ARC Festival Manager Zara Gladman: zara.gladman@glasgow.ac.uk to discuss your idea and how we can support you to get involved.

I would like to be part of the festival but I don't know the full details of my event yet.

That is absolutely fine - even if your idea is not yet fully formed, we encourage you to submit it here. We will contact to you to discuss, develop and finalise details during the summer.

What facilities are available in the ARC?

ARCadia will take place on the ground floor of the ARC (level 2), which comprises a range of adaptable spaces for activities and events, including:

- Open plan collaborative spaces, with moveable furniture and tables
- A large atrium/exhibition area
- A large seminar room (fully seated capacity 170), which can be divided into three smaller rooms (capacities of 30, 70 and 70)
- Smaller workshop/seminar rooms, including a studio space with sink
- A VR suite
- Outdoor space

Plug sockets and WiFi are available throughout. The building is wheelchair accessible. Rooms have projectors and screens.

You can view some images of the ARC at the end of this document.

Can I view the questions for the proposal form before I complete it?

You can download a [copy of the questions at this link](#).

What is the deadline for proposing an event?

The deadline for submitting a proposal is **Tuesday 31 May 2022**. We will be in touch during the summer to communicate the outcome of your proposal, as well as training and support opportunities. [Submit your proposal via our online form at this link](#).

Thank you for your interest in ARCadia. We look forward to hearing your ideas! If you have any questions, please contact ARC Festival Manager Zara Gladman:

zara.gladman@glasgow.ac.uk

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Follow the ARC on Twitter [@UofGARC](#)

Images of the ARC



Photographs by Paul Zanre paul@pzphotography.com. Commissioned by Indeglas www.indeglas.co.uk







