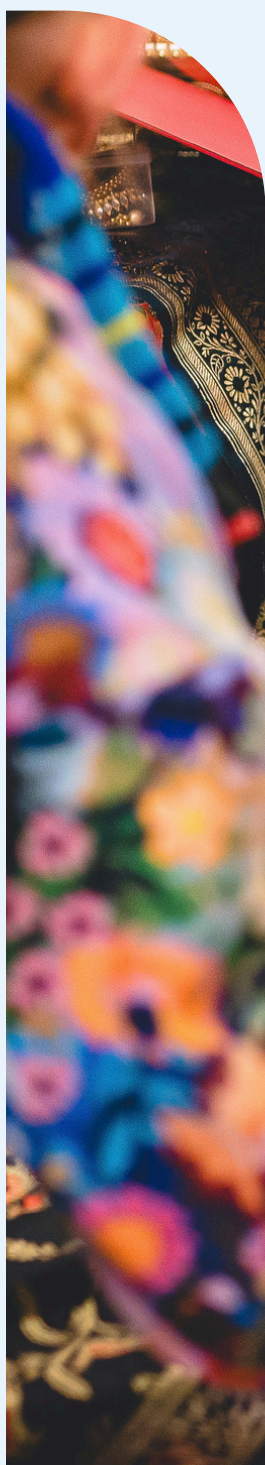


Centre for
**Public
Engagement
Practice**
in Arts and Humanities



Engagement Practice Support Service

Application Guidance for Teams
2026



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About the service

The Engagement Practice Support Service (EPSS) will provide targeted training, facilitated learning and skills–development support relating to public engagement practice in arts and humanities and social sciences, for teams or groups of researchers and public engagement professionals in:

- **UK Higher Education Institutions (HEI)**
- **UKRI –recognised Independent Research Organisations (IRO)**

It is being offered by the Centre for Public Engagement Practice in Arts and Humanities (CPEP), which is led by the School of Advanced Study (SAS) at the University of London.

The EPSS will offer subsidised support on specific topics and will seek to address similar challenges that might emerge in doing public engagement in arts, humanities and social sciences. Emphasis will be on providing teams or groups with the tools to meet their challenges and develop sustainable skills.

Expert facilitators will deliver sessions to address particular challenges under a wider theme, and where possible these will include opportunities for peer-to-peer learning. Through matching successful applicants and their groups with an expert facilitator, CPEP will be a brokering service providing cost-effective support at affordable prices.

The Service cannot provide long-term continuous support; it will aim to offer targeted support on a one-off or short-term basis to address the specific need identified in the application. You do not need to be planning a public engagement activity or programme in order to apply.

Who is this service for?

The EPSS will provide support to groups or teams in UK HEIs and IROs who:

- May not have access to dedicated public engagement support in their institutions
- May have access to public engagement support but that support is not suitable for their needs
- May have specialist knowledge of the humanities landscape, but support can expand or challenge their thinking or address missing elements in their practice

Groups should:

- Be a minimum of 5 people
- Be formed from one team or department within a HEI/IRO, or;
- Be formed from multiple teams or departments within an HEI/IRO, or;
- Be formed jointly with up to two other HEIs or IROs

Applications should:

- Seek support for one theme or topic at a time
- Only be submitted by an institution once per term

If an application is submitted jointly by HEIs/IROs in partnership, the partnering institutions must decide on a lead applicant for this application. In the event that your application is successful we will invoice each institution separately for their participants.

- On some occasions we may be able to provide support to individuals, but this would be the exception, not the rule.
- If we accept your application, we may offer to provide support locally on site (in person) or online.
- Groups/teams applying from within an institution for one session are limited to 10 people. If a group larger than 10 people requires support, multiple sessions to groups of 10 or less will be arranged.



Eligibility

To access the service, lead applicants must be employed by a UK-based HEI or IRO (not in a freelance capacity) with a contract that will last through the support period.

The lead applicant should be in a role that allows them to organise the participation of the group; members of the group must be employed in the applying institution(s). Lead applicants to whom support is offered will be asked to supply confirmation from their Head of Department, line manager or a budget holder that sufficient budget is available for the service.

To access the service, lead applicants must:

- Be employed by a UK-based HEI or IRO
- Be employed on a fixed term, part-time or full-time contract that lasts through the support period
- Be in a role that allows them to organise the participation of the group
- Supply confirmation from their Head of Department, line manager or budget holder that sufficient budget is available

What will support look like?

Successful applicants will:

- Be offered tailored support at a subsidised rate
- Be matched with an expert facilitator relating to their expressed theme or topic, responsive to particular needs
- Have the opportunity for peer-to-peer learning within sessions where possible
- Receive an introduction pack with information about sessions
- Receive access to training materials after the session

Successful applicants will be expected to participate in CPEP's evaluation process.

Support fee structure

Once we have assessed successful applications, we will commission external support and quote lead applicants a fee at a per person rate. Our core principle is that these fees will normally be offered at a 50% subsidy. We expect the final fee to be in the range of £50 and £200 per person but there may be cases where prices fall outside this range. In exceptional circumstances we may offer support free of charge. In such cases, an exemption from paying the subsidised rate can be requested. The applicant will need to make a case referencing, for example, their institution, faculty or department's overall financial situation and other relevant financial pressures.

Help to apply

Our Public Engagement Officers can support applicants with questions about the guidance or making an application. You can email cpep@sas.ac.uk with questions or book in a 10-minute call.

The guidance is available in accessible formats, including formatted PDF and Plain Text and large print. If you require an alternative format, please get in touch.

Application timeline

While lead applicants will be able to submit applications to the service year-round, these will be reviewed and assessed at various points in the year, with provision of the specified service given on a termly basis.

Application deadline	Support offered
29 January 2027	From April 2027
26 June 2027	From October 2027
9 October 2027	From January 2028

Before submitting an application, please check with your designated departmental or institutional public engagement team (if known) whether any other EPSS support applications have been received from your institution. If an application already has already been submitted, you can apply for the next term.



How to apply

Applications to the scheme will be made through [SurveyMonkey Apply](#). Applicants must clearly identify in their application what specific support is required, and why the support is needed.

The application form is divided into 6 sections:

1. **Applicant details**
2. **Institutional context**
3. **Public engagement history/experience**
4. **Support sought**
5. **Case for support**
6. **Feedback**

Section 1 asks for information about lead applicants and the teams on whose behalf they are applying.

Section 2 asks lead applicants to indicate the support available for public engagement at their institution, including support specific to public engagement in arts, humanities and social sciences. Lead applicants should confirm whether their institution is a signatory of the NCCPE's [Manifesto for Public Engagement](#).

Section 3 asks applicants to detail any public engagement training that members of their group/team have had, if known.

Section 4 asks applicants to indicate general theme(s) for which they are seeking support as specified below:

- Audiences
- Collaboration
- Communication
- Co-production
- Creativity
- Equality, diversity and inclusion
- Evaluation
- Funding
- Partnerships
- Planning and delivery
- Other

Applicants are welcome to indicate any issues that they would like targeted support for that do not fit under these themes. The themes may change over time as we run the service, in response to priority areas and needs of applicants.

Applicants are asked to specify in this section what kind of support they are seeking for their group or team, and the timeframe and format in which they would like the support to be delivered.

Section 5 requires lead applicants to state:

- Why they are applying for the service
- What the teams or groups seeking support hope to achieve and what difference the support will make
- Who will benefit from the support
 - In describing teams or groups, lead applicants should indicate the roles of members of the team or group.
- The outcomes they hope will emerge from the support offered

Section 6 offers applicants the opportunity to add any other relevant context in support of their EPSS application.

Applicants are encouraged to think comprehensively about any areas within public engagement in arts, humanities and social sciences that they do not have support for within their institution.



How applications will be assessed

Assessors will take into consideration applicants' stated level of institutional support and whether the support needed can be addressed through other areas of the Centre's training provision.

Applications will be prioritised from groups/teams who:

- Have little or no access to public engagement support in their institution
- Have little experience of public engagement work
- Are in need of specific arts, humanities or social science-focused public engagement support
- Would like to take their public engagement practice in new directions
- Consider that their public engagement practice is missing a critical element



Feedback

We welcome feedback from potential applicants and we may use such input to improve and clarify the application process. We may also make revisions in response to questions we receive. In fairness to potential applicants, we will always seek to avoid making substantive changes to the design provisions or requirements as set out above. Feedback can be directed to cpep@sas.ac.uk

How can I get in touch?

If you have any questions relating to the guidance or application process, please email cpep@sas.ac.uk

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