

ESTABLISHING AN OPENSTREETMAP UK MICROGRANTS PROGRAM

Based on <https://ctb.ku.edu/en/table-of-contents/finances/invest-in-community-resources/microgrant/main>

ADMIN

Proposed timeline:

- Publish this proposal to Loomio for feedback asap
- 3rd Jan - close to feedback
- 6th Jan - review feedback
- Chaser on Loomio
- Before 26th Jan - publish micro grant scheme (publish to OpenStreetMapUK mailing list / forum / talk-GB mailing list / twitter)
- End of February with decision outcome within 2 weeks.

To apply, please complete the application form:

https://docs.google.com/forms/d/e/1FAIpQLScbqQI8XU5XN9GgKg2811ADWifKIkF8s46e10_8KtSbbJetQ/viewform

SIZE OF FUND

Allocation round 1: £500

ESTABLISH YOUR PURPOSE

What are you providing the micro-grants for?

To enable individuals to further the aims of OpenStreetMap UK, supporting costs that would make their efforts otherwise unviable.

The OpenStreetMap UK aims are:

- Increase the quality and quantity of data about the UK in OpenStreetMap.
- Improve and increase the size, skills, toolsets and cohesion of the OpenStreetMap community in the United Kingdom.
- Promote and facilitate the use of OpenStreetMap data by individuals and organisations in the United Kingdom.
- Promote and facilitate the release by organisations in the United Kingdom of data that is suitable for use in OpenStreetMap.

Whom do you want to reach?

Any OpenStreetMap UK members who can further the aims of our group (as above) within our defined regional area (United Kingdom of Great Britain and Northern Ireland plus Crown Territories).

What outcomes do you desire?

1. Activities that help to achieve the aims of the OpenStreetMap UK group.
2. Other benefit to the OpenStreetMap UK group - e.g. publicity via a blog post / social media engagement.

DEVELOP MICRO-GRANTS COMMITTEES

A planning (or steering) committee

The intent of this group is to set up the guidelines, publicize the program, receive the applications, monitor micro-grant activities and oversee the whole process.

We agreed that initially the group should be the OSM UK directors. If the microgrants are successful and we run future funds then we can assess expanding/changing this group.

A review committee

The intent of this group is to review the actual micro-grant applications. This may be composed of community members, or a mixed group of people from your agency and from the community to ensure fairness and an impartial review. You certainly want to avoid a stacked deck, or even the appearance of one.

As above, this group will initially be the OSM UK directors.

ESTABLISH MICRO-GRANT GUIDELINES

The types of activities that are eligible and not eligible.

Eligible: Anything that supports the OpenStreetMap UK aims. For example:

- Speaking about OpenStreetMap at a conference or workshop
- OpenStreetMap training
- Creating tools (e.g. hosting)
- Running a mapathon
- Covering expenses
- Printing leaflets

Not Eligible: We won't pay for people's time or activities that are not deemed to meet the aims of OpenStreetMap UK.

The types of activities, if any, that will receive funding priority.

None in this first instance.

The types of applicants who can and can't apply. (Can individuals apply, or just groups? What about geographical limits?)

Members of OpenStreetMap UK with demonstrable *track record* (eg has experience of editing the map) within OpenStreetMap.

The maximum amount of money that can be awarded.

We'd like to award a minimum of 3 grants, therefore the maximum is £200.

The ways in which that money can be spent.

Eligible:

- Printing
- Postage
- Supplies
- Hosting
- Small equipment

Not:

- Salaries
- Time
- Construction
- Large equipment
- Paying off debt
- Facilitating lotteries

The application review process, including the review criteria.

The following criteria must be met, that is they are binary (yes/no) criteria:

1. Must meet at least one of the OpenStreetMap UK aims.
2. Must be from an OpenStreetMap UK member (with demonstrable track record in OpenStreetMap - e.g. editing OpenStreetMap).

In order to facilitate better discussions amongst the review committee, each reviewer then scores the application (from 1 to 5) on each of the following criteria:

- **Feasibility:** Do we think it is feasible and the person is capable of delivering it?
- **Timeliness:** Can it be delivered in a suitable amount of time (quicker projects score more highly)?
- **Reach:** How wide an audience does it reach? Is it an audience that are important to us? (e.g. OSM training to 20 people in a poorly mapped areas is better than the same training to 3 people in a well mapped area).
- **Enduring benefit to OSM UK:** Does the activity lead to an enduring benefit to OSM UK? How big? (e.g. something novel maybe more newsworthy and may open up the doors to further improvements).

The review committee will then meet to discuss the applications, using the scoring as a guide to help steer the discussion. It is anticipated that the scoring will help the committee to filter out the weakest applications and enable to committee to more objectively assess each application against the others.

We will provide feedback to all applicants, including those who are not successful.

The deadline for applying.

End of February with decision outcome within 2 weeks.

Aside: It is noted that for academic grants the scheme is often open on a permanent basis with the judging panel meeting several (e.g. 4) times a year to assess and award applications. The dates of these panel meetings are known and the deadline is publicised well in advance. In time OpenStreetMap UK could move to this format.

Any other information specific to your particular micro-grant program.

Everything should be in GBP (£).

Instructions for filling out and submitting the application form. (In many cases, the application form itself may be included)

Please complete the application form:

https://docs.google.com/forms/d/e/1FAIpQLScbqQl8XU5XN9GgKg2811ADWifKlIF8s46e10_8KttSbbJetQ/viewform

The name, address, and phone of a contact person from the micro-grant program, in case a potential applicant has questions / how do we answer questions

Email to microgrants@osmuk.org (private questions) or Loomio (public questions). Anonymised answers will be published on Loomio subject to them being sufficiently anonymised to hide the identity of the author.

Payment Policy

Payment is made after the expense is incurred and all receipts are required. (Option for OpenStreetMap UK company to pay in advance if valid invoice issued by another company).

DEVELOP A MICRO-GRANT APPLICATION FORM

The application form comprises the following questions:

1. The name and email address of the lead person who will be in charge,
2. The names and email addresses of any supporting people.
3. Which OpenStreetMap UK aims does your application align with?
4. What is the activity are you proposing?
5. What steps will you take to carry out that activity?
6. What are the specific outcomes you desire when the activity is completed?
7. Will the activity continue once the micro-grant funds have been spent?
8. How will you evaluate the activity, to see how well it has achieved its goals?

9. How much money are you applying for?
10. How do you propose to spend the money (ie. breakdown of costs)?
11. Does the project rely on additional funding from elsewhere? If so is this funding secured? Please provide details.
12. What relevant experience do you have which may help you in carrying out the activity?
13. Do you foresee any conflict of interest you may have in regards to the project/application (e.g. with you employer)? If so please provide details

It should be noted that just the lead person needs to be an OpenStreetMap United Kingdom member.

Successful applicants may be required to provide additional contact details (e.g. a phone number, bank account details and address) so that we can process any payments and keep in touch as the project proceeds.