



Urban Urgencies

Eligibility and terms

This document outlines the grant eligibility and terms for the USF Urban Urgencies grant scheme.

This information should be consulted in conjunction with the call for applications, application guidance, and other documentation available at the Urban Studies Foundation website.

After consulting the further guidance, enquiries regarding this grant and application process may be addressed to the Urban Studies Foundation via email: grants@urbanstudiesfoundation.org

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Table

1 Eligibility.....	3
1.1 Applicants.....	3
1.2 Referees.....	3
1.3 Organisations.....	4
1.4 Budget.....	5
1.5 Proposals.....	6
1.6 Other.....	7
2 Grant terms.....	8
2.1 Communications.....	8
2.2 Reporting.....	8
2.3 Payments.....	9
2.4 General.....	9

1 Eligibility

All proposals must fulfil the following terms of eligibility detailed below to be considered for the funding.

1.1 Applicants

General guidance on applicant eligibility includes:

- At least two co-applicants should be named on each application, with a maximum of three applicants in total. The first named applicant should be the main contact for the application and the nominated Principal Investigator, but all co-applicants will be regarded as equally responsible as co-investigators/co-grant holders for the subsequent delivery of the proposed activities (including reporting and output requirements).
- At least one co-applicant must be an academic, researcher, or educator currently working within the field of urban studies, and at least one other co-applicant should be based at a non-academic partner organisation. Both should be in secure contractual positions with their respective organisations for the duration of the proposed activities.
- At least one co-applicant must have a secure position of employment with the primary host organisation (who will be responsible for receiving and administering grant funds) for the duration of the proposed activities.
- PhD candidates may be named as a co-applicant provided they include a letter of support from their academic supervisor.
- Applicants may be based in any country worldwide.
- Previous recipients of USF Pandemics and Cities funding (as lead applicants or co-investigators) may not apply to this grant.
- Only one application may be submitted to this round of funding by any one co-applicant.

1.2 Referees

The USF reviewers and grant scheme panel may wish to call upon independent referees to provide letters of recommendation for the lead applicants to this funding. Referees will only be contacted by the USF in the event that candidates are shortlisted for the funding. Referees should not otherwise contact the USF.

- Contact details for two referees should be provided. Referees should be prepared and willing to provide a letter of recommendation upon request.
- Referees should be suitable senior colleagues of at least one of the applicants (e.g. department heads, supervisors, ex-supervisors, etc.), and who can vouch for that applicant's professional track record, capacity to deliver the proposal, and suitability for the

award. Please indicate in the 'relationship' field which applicant the referee knows and is therefore prepared to support.

- USF Trustees and staff may not be named as referees.

1.3 Organisations

All projects must constitute a significant and high-quality collaboration between at least two relevant partner organisations (see 'Guidance' document for further details).

- At least one partner organisation must be based outside or beyond the academy (e.g. NGOs, charities, think tanks, community groups, crisis centres, businesses, third sector organisations, etc.).
- Partner organisations may be either public or private entities, unless they are also hosting the funds, in which case they must be a public/non-profit entity; private for-profit entities are not normally eligible to host funds.
- Partner organisations may be based anywhere worldwide.
- There is no formal limit on how many organisations might collaborate for the funding, though, naturally, the partnership approach should be clear and coherent in terms of how many organisations are involved (and the role they will play in the proposed research).
- At least two partner organisations listed as co-applicants should provide supporting letters for the application, including the primary host organisation and one non-academic partner.
- Each application should be supported by a public and/or non-profit partner organisation who is willing and capable to act as the **primary host organisation** for the grant. The primary host organisation must be able to receive and administer the grant funding for the purposes and duration of the project activities, according to the terms of the grant (e.g. receiving the funds and then administering the expenditure of funds towards project activities as necessary, including via third party individuals and organisations).
- The primary host organisation should typically be a university, but other public and/or non-profit research institutions will be considered if they can demonstrate a good track record of administering grant funding.
- **Applicants are strongly advised to consider whether they are nominating a suitable host organisation for the project activities.** For example, ample consideration should be given to whether the primary host organisation is capable of receiving, administering, and distributing the funds in circumstances where third party organisations and individuals might also be overseas, based outside of academia, require government approval (e.g. foreign contribution certification), or are beyond the reach of mainstream banking systems (e.g. Indigenous groups or activists).

- In addition to the support letter (detailed above), the primary host organisation must certify their capable support, via a letter, authored by an appropriate member of the research finance administration (e.g. sponsored projects office, Dean, director of research, research officer, etc.). This representative should indicate that they have read and understood the budget terms and requirements of this grant, and that they are willing and able to receive and administer the grant funds.
- The author of the primary host organisation's support letter should be prepared to be contacted by the USF, if necessary (for queries, verification of details, etc.), and under no circumstances should this letter be authored by any of the applicants.

1.4 Budget

General guidance on budget eligibility includes:

- The absolute maximum budget available for this grant funding scheme is GBP £35,000 per award (or GBP £38,500 if including the maximum eligible overheads, i.e. 10% for eligible host organisations based in countries on the current [OECD list of ODA recipients](#)).
- Where eligible, all reasonable and well-researched budget requests to support the partnered research will be considered, including but not limited to: equipment costs, training costs, research assistance (including the cost of hiring assistance at any of the partner organisations), travel and subsistence expenses, fieldwork, data collection, IT services/infrastructure, translation, research services, etc. If in doubt about the eligibility of a particular budget request, applicants should contact the USF to clarify.
- Each tabulated cost item in the application must reflect an aggregated category or activity, where costs of a similar type or purpose are grouped together to present a clear and organised breakdown of the project costs by category (e.g. Research Assistance, Travel – Conference A, Translation, Workshop A Delivery). Costs must not be broken down to the level of individual participants or minor items unless they are unique and cannot reasonably be grouped (e.g. do not list separate entries per individual for the same type or category of activity).
- USF grants are only payable in GBP and all budget items must be costed in GBP (British pounds sterling). Budgets not clearly costed in GBP will be considered ineligible. Where relevant, evidence for any currency conversions must be uploaded as a pdf with the budget evidence file (see below). Conversions should use the website [Oanda](#) as their source for currency exchange rates, with rates and dates clearly visible.
- All tabulated budget items over GBP 1,000 must be accompanied by appropriate and detailed budget evidence, collated in a single pdf document (maximum 5mb size). Applicants may also, if they wish, include a more detailed breakdown of costs in their budget evidence upload (e.g. a more detailed table with individual per-item costs). This supplemental information is optional and will not replace the requirement to use aggregated categories in the main table.

- The specific evidence required will vary depending on the particular cost item, but applicants should seek to provide relevant support accordingly. This may include documents such as quotations for services, ticket prices, receipts, signed letters from third parties, etc. The budget details, evidence, and statement should make it clear that the applicant(s) have carefully researched the costs and that the amount requested is both reasonable and justified according to the project requirements and risks. It is understood that not all costs can be predicted exactly, but it should be clear the amount budgeted is adequate.

The following budget items are not considered eligible for this grant scheme:

- Host organisations must not charge any overheads or management fees for hosting and administering this grant funding, unless they are based in a country listed on the current [OECD list of ODA recipients](#). Primary host organisations based in any country on the list may charge overheads of up to 10% of the total grant value, which must be included as an item in the requested budget (this would increase the maximum funds available to GBP £38,500 inclusive of overheads). This exception has been made to support the participation of Global South organisations, who may not have the same levels of resources and infrastructure to support a proposal without charging overheads.
- The cost of the primary co-applicants' own time is not eligible under any circumstances (whether as an hourly rate, per diem, stipend or lump sum). However, one or more of the partner organisations may agree to release and/or cover the time of the applicants as part of their contribution to the project (the amount and value of this time should be indicated in the supporting statements and documents).
- Honorariums for speakers or other participants are not eligible under any circumstances.
- This grant is not designed to support hospitality, but it is permitted to reserve small budgets for gatherings at key moments during the proposed activities.

With regards to third party funding:

- The budget table in the application form must only list funds requested from USF. Any third-party or co-funding must be detailed in the budget statement and shown in a separate, supplemental table uploaded as part of the budget evidence. The budget statement should also indicate the current status and availability of third party funds.

1.5 Proposals

General guidance on proposal eligibility includes:

- Projects should begin within nine months of the application deadline and be no more than eighteen months long in total duration.
- **The positioning of proposals in the field of urban studies should be clear and explicit** (see Application Guidance documentation). Proposals that do not explain their connection and contribution to the field of urban studies are ineligible.



- Grant holders are expected to deliver a minimum of one peer-reviewed academic output and one non-academic/public-facing output, as outlined in the Application Guidance documentation. Successful proposals are likely to significantly advance beyond this, with clear rationales for the purpose and intention of the varied outputs in relation to the project goals and partner configurations.
- Projects must plan to make some results and outputs of the research available within twelve months of commencing the research.
- Applicants are free to optionally upload any additional documents associated with their proposal in a single pdf file, maximum two pages, maximum file size 2mb. This file should not contain significant additional text however, and the USF reserves the right to discard this information if it is deemed unsuitable or excessive.

1.6 Other

Please note:

- All applications must be submitted before the stated deadline according to the eligibility, terms, and other guidance provided by the USF. Applications which do not follow this guidance will be disqualified and extensions to the deadline are not permitted.
- The USF reserves the right not to make any awards if suitable applications are not forthcoming.
- Applications, reporting, grant administration and general communication with the USF must be completed in the English language. However, research activities and outputs may be conducted and written in any language.
- Additional supporting documentation must not be used as a means to increase the word limits and should only be used to provide contextual evidence that can support the submitted proposal. The USF reserves the right to discard applications that contain significant additional text in the supporting documents.

2 Grant terms

The USF will make a commitment of funding to successful applicants on the following conditions detailed below.

2.1 Communications

All USF grant holders are expected to contribute to USF communications throughout the duration of their projects, specifically to:

- Clearly and consistently acknowledge and communicate USF support for the project activities, including in any associated outputs, e.g. publications, online resources, media, events, etc.
- Submit two short blog posts, one at project inception and the other at the end, in order to disseminate news about the project activities and outputs on the USF website and social media.
- Any digital content produced from the grant is to be shared publicly (e.g. video, written resources, courses, etc.), and the USF may require a copy of such work to be hosted on the USF website and/or social media channels (with appropriate embargo for media productions).

Precise terms for this communication and acknowledgement will be provided along with any offer.

2.2 Reporting

Grant holders must submit two reports: (1) a reflexive mid-term report, and (2) a full final report on the project activities within one month of completing the grant activities. These reports along with a budget summary will be reviewed by the USF.

Templates for the required reporting will be provided to successful applicants. Below is a description of the required reporting outputs:

- The **mid-term report** is an opportunity to reflect on the research process and partnership, and to reconfigure activities (if necessary) based on learning from the first phase of the study. Projects should be designed to allow for a joint learning workshop with all research partners, which will form the basis of the reflexive mid-term report. This report will be reviewed by the awarding panel, who will guide and endorse changes based on clear justifications.
- The **full final report** will be a retrospective summary report, submitted alongside relevant photographs and/or video. This document will be written in a format that can be used to publicly report on the project activities, which will then be detailed on the USF website. This may be provided earlier in the project upon agreement with the USF.

- A separate (internal only) document for review by the USF awarding panel that provides a full and detailed retrospective account of the activities, including their format and implementation, a list of participants, and a summary of outcomes and outputs (e.g. publications) along with future outcomes/outputs (as relevant). This should also include final remarks and reflections on the successes of the project, and an honest reflection on any challenges faced.
- A budget summary and tabulated financial breakdown that clearly details, categorises, and evidences how funds have been spent (as provided by the primary host organisation). This should include a summary of any unspent funding or remaining balance required.
- Any further details of resources, web-links, photographs and other media, including any relevant documents in pdf format (e.g. programmes, timelines, reports, etc).

2.3 Payments

Funding will normally be payable to the primary host institution in two instalments:

- The first 75% of the funding will be payable to the host organisation upon commencing the project.
- The final 25% of the award may be requested once half of the total funding has been expended, through submission of a short interim progress report for the USF's review and approval. The interim report must include a reflexive summary of completed and ongoing activities, as well as a summary financial statement demonstrating current project expenditure.

Please note that:

- USF grants are only made in GBP currency, and the host organisation may not request additional funds in the event of currency exchange rate fluctuations during the project.
- Any remaining unspent funds must be returned to the USF immediately upon request, following the completion or termination of grant activities.

2.4 General

Please note that:

- Offers of funding are strictly made according to the details in the original application and proposal (dates, activities, funding totals and cost items, etc.).
- Offers may also be contingent on specific and/or conditional offers of reduced funding, funding contingent upon third-party support, etc. Such terms will be clearly communicated to successful applicants as part of any formal offer of funds.
- Applicants must act in good faith to ensure the successful and ethical delivery of the proposal according to the precise details and budget outlined in their application.



- Requests for amendments to proposals must be submitted formally in writing to the USF (e.g. postponements or substantive expenditure adjustments). Such requests are not guaranteed to be accepted, but the USF does recognise that small adjustments to the original proposals may be required from time to time.
- Successful awardees must be willing to have their proposals shared with prospective applicants in subsequent rounds of the scheme.
- By applying to this funding, applicants agree to these terms and requirements, including the [USF Code of Practice](#).