



Science and Technology Facilities Council

Science in Society - Science Centre Awards Scheme

For projects in Public Engagement with Science & Technology targeting the 11-16 age group, by science and discovery centres and museums

Notes for Guidance, Terms and Conditions part 1: Essential information

Aims of the Small Awards Scheme

- To promote and explain frontier research science and technology, including, in particular, work supported by the Science and Technology Facilities Council (STFC). STFC grant funding supports research in particle physics; nuclear physics; space, planetary, ionospheric and solar-system science; astronomy; astrophysics & cosmology. STFC has research groups in many scientific areas including particle physics, nuclear physics, nanotechnology, computational science, biology and medicine, energy and space science. STFC's research facilities include synchrotron light sources, pulsed neutron and muon sources, lasers, telescopes and observatories and particle accelerators both in the UK and overseas.
- To capitalise on the inspirational value of these subject areas for many national audiences, including the general public, schools, young people and other groups
- To encourage STFC-funded scientists and users of STFC research facilities to communicate their research to wider audiences and to discuss issues with non-specialists
- To provide funding for novel small or pilot projects which could be repeated across the nation or to provide partial support for larger projects
- To encourage partnerships, such as those between scientists and educators, industry and professional communicators.

Funding quantities

Science Centre Awards are for amounts up to £20,000. Other award schemes are available:

- For schools for amounts less than £500 through the **STFC/IOP School Grants** scheme
- For researchers specifically for **National Science and Engineering Week** activities
- **Small Awards** for amounts up to £15,000
- **Large schemes** for between £15,001 and £100,000.

For further details please visit www.stfc.ac.uk/PandS/Contents.aspx

Your contact at STFC:

We are here to support you during the application process. If you have any questions please contact Chris Woolford at Chris.Woolford@stfc.ac.uk or call 01793 442098

Eligibility

Who can apply?

UK based Science centres, discovery centres and museums, where the award will support projects whose target audiences are UK citizens. Please bear in mind that we can only issue money to organisations that have audited accounts. If this does not describe your organisation we recommend that you work in partnership with an organisation that can receive the funding on your behalf (see Part 3 1.2).

If you are unfamiliar with applying for funding from STFC and you would like advice, do not hesitate to contact us.

The judges view applications that involve partnerships with other organisations such as HEIs, schools or other science centres particularly positively.

Unfortunately we are not able to accept applications a) from organisations that are not based in the United Kingdom or b) for projects whose target audiences are not primarily UK residents.

Do you have a researcher as part of your project team?

Your project team needs to include a researcher involved with STFC-related science or technology. Please note that the researcher is expected to act as an adviser on current science and need not take an active part in delivering the project. If you do not know a suitable researcher, contact the Science in Society Unit and we will help you find someone (see Part 3 12.3).

Previous applicants:

We are happy to receive applications from previous applicants whether they have been successful or not. Previous applicants that have been unsuccessful may wish to contact the Science in Society unit for feedback. Previous successful applicants should submit project reports with their new application. They may use evaluation and feedback from the previous project to support the new application.

What can the funding be used for?

There are no set restrictions on the type of costs that may be applied for. For example, contributions to salaries (where a named individual will undertake work that would not be considered part of their normal duties), cost of materials, and travel & subsistence are eligible.

We will not fund:

- Fees or honoraria to people already in paid employment to visit or give talks at schools, societies etc, where such activities would reasonably be undertaken as part of their normal duties
- Bids where the budget is not clear or costings do not appear to be based on valid estimates
- Bids for expensive hardware, equipment or buildings, unless they can be shown to be intrinsic to the success of the project
- Projects where it is clear that the whole project would go ahead even without STFC funds

The Application Process

Submitting your application:

The deadline for applications (for Round 09A it is 17 April 2009) is firm. All applications should arrive with us by 16.00 on the day of the deadline. Please note that we cannot accept applications for retrospective funding, including those projects with a start date after the closing date for applications but before the funding decisions are announced. For the 2009A round please do not apply for funding for a project expected to start before 1 July 2009.

Unlike previous rounds, on this occasion we do not require signed hard copies of your application form, we simply need an electronic copy. When making your final submission we would expect to receive only one email from you in which you would include the completed application form and all additional documents (see Part 3 11.3), including Contact Detail forms where necessary. Emails should be sent to chris.woolford@stfc.ac.uk. An acknowledgement of receipt will be sent within one working day.

If you are successful – the documents that you will receive and what you must return:

Applicants will be advised of the results in writing usually within 9-10 weeks of the closing date. The Judging Group's decision is final. Individual feedback can be obtained by telephoning the Science and Society Team at STFC; however we regret that we cannot enter into written correspondence about the outcome of any individual application.

Awards will be given in the form of a contract from STFC to the principal applicant's organisation. Standard Conditions of Contract can be obtained on request, and will be supplied along with formal notification of any Award. If you are successful you will be sent sufficient copies of the contract for each named applicant. These are for your records and should not be returned. You will also receive a **Certificate of Acceptance**. **This must be signed and returned before the project can commence and funds can be released.** Payment will be by BACS transfer only, hence successful applicants will be asked to submit their bank account details, which will be treated in the strictest confidence.

The normal method of payment is on completion of your project and receipt from you of a [Final Report](#) and an invoice from you to STFC. We can arrange 'staged payments' for larger Awards, especially if your project requires payments against invoices for large items or against certain milestones. These should be arranged with us as soon as you are told that your application has been successful and before you start spending against the award. Further details are sent to winners with their contracts.

The Reporting and Claiming Process

Three events will trigger the need for successful applicants to supply documents to STFC:

- on completion of the project - a [Final Report](#) and an **invoice** to claim the agreed funding;
- for projects lasting more than one year you must send a progress report every 12 months; or,
- if you make any other application to a STFC-run 'public engagement' scheme

Applicants must agree to provide STFC with access to completed materials generated by their projects, at the Final Report stage, and a means by which to make such materials publicly available wherever possible.

Data Protection:

The information required will be treated as confidential and used by the STFC, in accordance with the Data Protection Act 1984 and as amended by the Data Protection Act 1998, to promote the public understanding of science and technology. STFC is committed to uphold the eight Data Protection principles of good computer practice.

Notes for Guidance, Terms and Conditions part 2: How awards are judged

We receive many applications so it is not possible to fund every project. Unfortunately many worthy projects do not stand up well against others because the applicant's intentions or planning are not clear. The Science Centre Awards Scheme is 'peer reviewed', - it is not marked by us but is referred to a panel of judges who score it against certain criteria (see 'selection criteria' below). Though we try to match the applications to the most appropriate judges please be aware that they may not be familiar with what you are trying to achieve so fill in the form accordingly.

The judging panel is made up of academics with a strong interest in science engagement, science communications professionals and teachers. Up to four members of the panel independently mark each application. After the applications have been marked they are ranked according to their average scores. The judges then meet to finalise the marks and to allocate funds, with the top ranking awards most likely to be funded. Many successful awards are not funded to the full amount to enable us to support as many worthy applications as possible.

Selection criteria:

1) Relevance to STFC areas of science and technology

Proposals which can demonstrate a clear and timely link to current STFC-supported research projects (e.g. the Large Hadron Collider, space missions, new results from neutron or light sources) are more likely to be funded.

2) Key Audience Included

The audience must include STFC's key audience of **young people aged 11-18 (particularly those age 11-16)**. Our other key audiences are: **teachers; the general public; opinion formers; and, audiences not previously engaged with science.**

3) Quality of Project Team, Planning and Delivery

Proposals should demonstrate that the project team has the appropriate range of skills to carry out the project successfully. Plans should be realistic and clearly linked to the desired objectives.

4) Impact and Cost Effectiveness

Proposals which are likely to have a large impact (either reaching a large audience or having a significant impact on a smaller one) in relation to their cost are more likely to be funded.

Projects where there is evidence of a 'multiplier effect' (for example projects which inform or train science advisers and providers of in-service training) will be viewed positively.

5) Timeliness

Projects relating to topical themes (e.g. The International Year of Astronomy 2009), or current initiatives in education and other relevant fields are desirable.

6) Innovation/Proven Success

Innovative projects and pilot schemes are encouraged, particularly if there is likely to be a sustainable outcome. When a STFC-funded activity proves successful, we are willing to consider continued funding, provided that a clear forward plan is provided.

We are happy to accept project submissions that are necessarily one off (e.g. because they relate to a specific event such as a Solar Eclipse) particularly if there can also be a sustainable outcome.

Projects where it is clear that there will be no possibility of sharing the idea with others are not desirable.

7) Quality of Evaluation

The inclusion of a strong, realistic evaluation plan, commensurate with the size of the project is viewed positively.

Notes for Guidance, Terms and Conditions part 3: Filling in the Application Form

The application form question-by-question with related rules

Q1 About the Lead Organisation

- 1.1 Each application needs to have a *principal applicant* (the person mainly responsible for the project and who will be the main contact for the STFC).
- 1.2 *Related rule:* Awards can only be given to organisations with audited accounts, and the STFC reserves the right to ask for copies of the most recent such accounts. The principal applicant must be part of such an organisation (university, school, company, Trust, etc).
- 1.3 Give the name of the organisation and the department (if any) where the principal applicant works.

Q2 About the Principal Applicant

- 2.1 Let us have your details and how many hours per week will be spent on the proposed project.
- 2.2 The forms for the Small Awards and Science Centre Awards schemes are identical, please tell us which scheme you are applying to. Applicants to the Small Awards scheme can apply for up to £15,000 and the scheme is open to all. Applicants to the Science Centre Scheme can apply for up to £20,000 but the scheme is only open to science and discovery centres and museums.
- 2.3 *STFC Pin.* If you have previously applied to STFC for funding you will have been given a personal identification number (PIN) which should be entered in the box. If this is your first application or you cannot remember your PIN, please leave the box blank and a PIN will be provided.
- 2.4 *Contact Details Form.* Each applicant **must** fill out one of the Contact Details forms if this is the first time you have applied or any of your details have changed. It is essential that this form is completed in full, and you should please ensure that you supply your full address and contact details. The information on this form is used by us for administrative purposes only, and is **not** used as part of the application review process.

Q3 About All Your Co-Applicants

- 3.1 Let us know about your main co-applicant. There is only space on the form for information on one of your partners, so if there are more please write out exactly the same information about each one of them on an additional sheet, and let us know the total number of co-applicants in the box indicated. You can have as many co-applicants as you wish, and remember that we do encourage partnerships.

Q4 Your Project

- 4.1 Let us have a clear, explanatory but concise title. This title will be used on publicity and further communications.

Q5 Proposed Start Date

- 5.1 For STFC purposes this means the date on which you would start making commitments to spend STFC money. STFC cannot provide retrospective funding for projects, include those with a start date after the closing date for applications but before the awards are announced. For the 2009A round please do not apply for funding for a project expected to start before 1 July 2009. If you are successful you will be offered a legal contract by STFC, and obviously you should not commit to spend any STFC money until you accept a contract from us.

Q6 Period Requested

- 6.1 Let us know the length of time over which the project will run. We normally accept applications for periods of up to 36 months. If you are running a 'pilot' project or wish to extend the project then you are welcome to apply for further funding if it is successful. Please state this in your 'Aims' (Q 9) and the 'Description' (Q 11).

Q7 Sum Requested

- 7.1 Let us know the total sum you seek from the STFC.
- 7.2 *Related rule:* Any Award we make to you will be the maximum amount payable, and will include any VAT payable.

Q8 Project Indicators – Science Areas and Audiences

- 8.1 *STFC Grant Funded Science Area(s) or Research Facility.* Indicate the STFC grant funded scientific areas or the research facility which your project will involve. Where your project promotes a research facility not listed, please state, where indicated, which facility it is.
- 8.2 *Target Audience(s).* Indicate your target audiences. Let us know the details of any 'other' audience, especially if you are targeting a specific group (e.g. 'children with special needs').
- 8.2.1 ***Related Rule: The audience must include the STFC 'key audience' of young people aged 11-18 (particularly those age 11-16) (see. Part 2)***
- 8.3 *Expected Numbers Reached.* Indicate the numbers of these target audiences you expect to reach. We are interested in the *direct* numbers rather than indirect - we are well aware potential 'multiplier effects'. You can describe any multiplier effects in your reply to Question 10.

Q9 Aims

- 9.1 The aim of your project should be stated in terms of the impact you wish to have on your audience and the potential legacy of the project (e.g. to inform and enthuse the public about a particular piece of research, or to motivate school students to study physics beyond 16).
- 9.2 Your aims and objectives need to be consistent with the overall aims of the Science Centre Awards Scheme (see Part 1) and the Science in Society programme as listed at <http://www.scitech.ac.uk/PandS/SinS/AimObj/aims.aspx>
- 9.3 You will be asked to provide a report which includes an evaluation of your project and its impact on the audience. Your aims and objectives need to be clear enough for you to assess the extent to which they have been achieved. It may help you to look at the [Final Report Form](#).

Q10 Objectives

- 10.1 The objectives should be specific about what you wish to achieve (e.g. hold a public event attended by an audience of at least 100, or produce a curriculum resource to be distributed to secondary schools).

Q11 Description of Project

- 11.1 Please provide a thorough description of the proposed project giving a clear idea of what you intend to do.
- 11.2 The description should include a realistic assessment of practical issues such as copyright, insurance and health and safety issues.
- 11.3 When submitting your application, in your email you can attach the equivalent of up to two sides of A4 for further text, drawings, etc. Any other material you send us will not be copied to the judges.

Q12 Project Personnel

- 12.1 You should include the names of the key personnel, and you should also identify personal contributions from those who will not receive any salary payments as part of this (for example, a university scientist may be working on the project as part of his/her general professional duties).
- 12.2 Please indicate the skills and expertise that they will bring to the project team.
- 12.3 *Related Rule:* STFC are keen to ensure that the project has relevant links to current research hence we expect the project team to include a current researcher in a STFC-funded area of science and technology. Please note that the researcher is expected to act as an adviser on current science and need not take an active part in delivering the project. If you do not know a suitable researcher, please contact the Science in Society Unit and we will suggest people who you may wish to approach.

Q13 Related Activities

- 13.1 Let us know what other related activities are going on in this field and what contact you have with others. In the UK there are a lot of science communications initiatives and we encourage applicants to have some knowledge of what else is going on. The lists of winners of Small Awards which we publish in each Round includes project details to help raise awareness and to encourage 'networking' between people promoting STFC science. An overview of previously funded projects can be found at www.stfc.ac.uk/PandS/Fund/Sml/SmallWin.aspx

Q14 Other Awards

14.1 *Related rule:* If you currently hold any other STFC Award for Public Engagement with Science, you must submit a progress report on it along with your present application.

Q15 Other income sources

15.1 *Related rule:* Some projects are funded from several sources including the generation of income through sales, sponsorship or other grant applications. Income also includes in-kind contributions e.g. office costs from the host organisation. Applicants must provide information about applications they have made to other sources (e.g. Sciencewise, Universities, Local Authorities) or to other STFC Award schemes for the project or linked projects.

Q16 The Budget

16.1 Let us have your complete budget for the project including VAT where applicable, in as much detail as reasonably fits the space provided. The judges find it very helpful to see a breakdown of expenditure in terms of office costs, salaries, travel & subsistence, materials, advertising, etc.

16.2 The costs of the elements of the projects should be clearly defined and costed at best value for money.

Q17 Spend Profile

17.1 Let us know your best estimates of how much of the Award you seek will be spent in each of our Financial Years. These run from 1 April to 31 March.

Q18 Awareness Raising, Distribution and Networking

18.1 There are two important parts to this question. Firstly let us know how you plan to distribute or market any product, resource or service you will produce in the project. Secondly let us know how you will inform other scientists, educators, communicators, and 'Public Engagement' people of your project and of the resources you may have produced. (As noted above, there are a lot of 'Public Engagement' and educational initiatives around the UK, and we encourage as much 'networking' as possible between practitioners).

18.2 *Related rule:* the STFC also reserves the right to circulate information about successful projects to all other applicants, general audiences and the media, for the purposes of ensuring 'good networking' of ideas and publicising the scheme.

Q19 Monitoring and Evaluation

19.1 To enable us to monitor and report on the impact of our programmes there are certain data we require from all award holders. We will provide all successful applicants with details of the metrics and data that we would like you to include in your final report. In addition we would like you to indicate how you will monitor the progress of the project and whether your objectives are being met, and how you will evaluate outcomes. In particular, you should explain what evidence you will gather.

19.2 Research Councils UK have published [Practical Guidelines on Evaluation](#) which you may find helpful in drawing up your evaluation plan.

19.3 When your project is completed you will be asked to complete a [Final Report](#) form so you may also find it helpful to refer to this now.

Q20 Referee

20.1 As we may not know you at all, please let us have the name and contact details of a referee who knows your work. They must not be connected with any part of the project, nor related to you. STFC and the Judging Group reserve the right to contact your nominated referees if necessary.

Q21 How You Heard of the Scheme

21.1 Please help our efforts to promote the scheme by telling us how you heard about the Science Centre Awards.

Q22 Declaration

22.1 Type your name or insert a digital copy of your signature into the 'Name' box, and the date into the 'date' box. By doing so we will assume that this is the finalised version of your application and that you have agreed to the terms and conditions of the award scheme, as described in this document.