IOP Institute of Physics

Public Engagement Grant Scheme 2019 Round 1

Further information and guidelines for making an application

Introduction

The Institute of Physics aims to provide positive and compelling experiences of physics for public audiences through engaging and entertaining activities and events. The IOP's public engagement grant scheme is designed to give financial support of between £500 and £3000 to individuals and organisations running physics-based events and activities.

This is part of the IOP's five-year strategy which aims to widen participation in and enjoyment of physics, and to raise appreciation of the important role that physics plays in our culture and society.

Applications must be submitted via the online form. All projects funded must be completed within a year from the start date.

Applicants are invited to contact the coordinator for this round of applications, Paul Branch, prior to submitting an application if they wish to discuss potential ideas for a project or seek advice about their application. You can contact them on paul.branch@iop.org to arrange a phone call. We would advise applicants to check our FAQs before contacting us.

Objectives

The IOP's grant scheme aims to encourage and support the development of projects that:

- Raise public awareness of, and engagement with, contemporary physics.

- Inspire and enthuse public audiences, especially those not previously interested in physics.

- Reach adult and family audiences beyond the classroom.

- Develop the science communication skills of individuals, particularly physicists.

Eligibility

The grant scheme is open to all and provides funding for individuals and organisations to organise public engagement with physics activities. This includes, but is not limited to, members of the Institute of Physics, researchers in academia or industry, museums, community groups, not-for-profit organisations, arts groups and libraries.

Previous recipients of IOP's grants are welcome to apply for funding, but the assessment panel will look for development of the idea or activity in the new application. The completed final reports from previous projects will be used by the panel during the assessment process.

Current members of the Institute of Physics' Council are not eligible to apply for, or be associated with, a public engagement grant.

IOP Institute of Physics

Criteria for the grant scheme

Applications will be judged against the following criteria and should clearly demonstrate:

- That the project is **physics-based** and explores underlying concepts and issues, rather than just providing information.

- Awareness of public interest and concerns including the relevance of the project to the target audience(s).

- Timeliness and relevance. Projects linking physics to external events in the wider community, e.g. local festivals, anniversaries etc., are welcome.

- Projects that support the IOP national public engagement programme are welcome. This could include (but isn't limited to) outreach activities that link to upcoming national themes. N.B. the national theme for 2019 is *Big Data* and for 2020 is *the Profession of Physics*.

- Targeting of specific public audiences. Projects that target underserved groups (e.g. ethnic minorities, geographically isolated communities) and independent adults (i.e. not accompanied by children) are encouraged.

- Clear objectives for the project and the potential to make an impact on the target audience. Projects that demonstrate imaginative ways of engaging new audiences with physics, including cross-disciplinary collaborations, are encouraged.

- Evidence of adequate and appropriate means of **publicity** to reach and attract the target audience.

- Evidence of working with physicists to ensure accurate content. Projects that develop the science communication skills of physicists are encouraged. The Outreach & Engagement team can help to identify local physicists to assist with projects if required.

- Evidence of realistic **evaluation** commensurate to the project.

- Cost effectiveness. Where applications include buying in commercially provided activities (such as science shows), the application should clearly **justify the need** for the activities with respect to the target audience.

- That the activity is dependent on Institute funding or that it adds a significant element.

- Evidence that the applicant has a plan to meet any shortfall in funding not covered by the IOP's award or by other institutions they might have applied to.

- A realistic assessment of practical issues such as copyright, insurance and health and safety issues.

- Realistic timelines and a clear plan for delivery of the project.

Grants will not be awarded to:

- Projects that will take place outside of the UK and Ireland.

- **Projects aimed at children while at school or on school trips**. This includes outreach visits to schools and trips by school groups to your organisation.

  Schools might be interested in the IOP/STFC/IET School Grants scheme which funds projects up to £600. Further details are available on our website.

- Cover the cost of projects which are part of an organisation's usual programme of activities.

- Cover the cost of general purpose hardware, apparatus or equipment such as digital cameras, telescopes or computers etc., unless it is shown to be integral to the project, will be used beyond the project lifetime to communicate physics and does not make up the majority of the project costs.

IOP Institute of Physics

- Projects where the entire grant is covering the salary of a freelancer. Up to two-thirds of the total amount requested can be used to cover the salary of freelancers working on the project. This could include design of activities or materials or cover the costs of evaluation. We encourage freelancers to work with an organisation to demonstrate the demand for their project.

- Cover the costs of salaries which are already covered by the organisation applying. You may allocate up to two-thirds of the grant to cover staffing costs which are not already covered by the organisation applying for the grant. Academics salaries can only be covered if full-time salary is not already in place.

Applications must be for projects that will take place in the UK and Ireland. Grants must be used within a year of the project start date. The minimum award is £500 and the maximum award is £3000.

Application process

You will need to submit your application via our online form. We will not accept late applications.

Applicants are invited to contact Paul Branch, coordinator of this round of the grant scheme, for informal advice prior to submitting an application. Email paul.branch@iop.org with questions or to arrange a discussion over the phone.

It is recommended that you read the summaries of previously funded projects before you apply. These can be found in the Related Information section on the right-hand side of the [public engagement grant scheme webpage](). We may be able to put you in touch with a previously funded applicant for advice about a particular project. Please contact paul.branch@iop.org if you are interested in doing this.

Applications can **only** be submitted electronically. We will acknowledge the receipt of applications when submitted and again once the deadline has passed. You may be asked to supply further information in the week following the deadline once the Outreach Officer has briefly reviewed your application and they feel more detail is required for the panel to make a decision.

Your application will be assessed in by a panel of expert judges. These judges will include physicists and professional science communicators who will be scoring your application against the grant scheme's criteria. In order to make a judgement they will need to fully understand what you are applying to fund, so it is important that you include key information about your project and explain what the audiences' journey will be when engaging with your activity or activities. You can find the judging guidelines on our website. Please note that panellists may not click on external links included in your application.

All applicants will be notified of the outcome of their application within 12 weeks of submitting their application.

IOP Institute of Physics

Completing your application form

We recommend that as well as reading these guidelines you write responses to the application form offline before completing the online form. You can find the questions asked on the application form at the end of this document. **We will not accept applications unless they are submitted through this link.**

All of the boxes on the application form can be expanded as necessary but please note that all questions have word counts.

Contact Details: we will need a primary contact for the processing of the application. We ask for their full name, organisation, role, organisation address, email and phone number.

Project Overview

Project title: maximum of 12 words.

Project summary: maximum of 250 words.

Use this space to tell us about your project. It should be clear to someone not involved with the project what you hope to do. Who is your target audience? What will they gain from the engagement? What activities will be involved? What will the audience journey be?

We will ask you for the project objectives later so please do not include them here but you can give a rough idea of the project aims in this section.

You should touch upon details that you will expand upon later in your application. We recommend you write this last.

Activity type: multiple choice list. Please select all that apply.

Why is your project important?: maximum of 200 words. Use this space to tell the panel what impact your project will have. Why is it important that this project happens? Why is your project relevant?

What are the aims of your project?: maximum of 120 words. The aims should tell the panel what your project hopes to achieve. These can be more general than your objections (next question).

For example: ***Aim:*** *To engage families visiting the East London Skate Fair with physics.*

What are the objectives of your project?: maximum of 120 words. Your objectives should state specific outcomes which can be measured by your chosen evaluation method. Please make your objectives SMART (specific, measurable, achievable, relevant and time-constrained).

For example: *This project has three objectives:*
- *To raise awareness of the physics involved in skateboarding. This will be achieved through a number of specially designed hands-on activities that explore the concepts of friction, momentum and forces. We will work with undergraduate students to develop these activities.*
- *To reach an inner city audience through working in partnership with the East London Skate Fair. This event receives 10,000 visitors (mainly teenagers and young adults) from the areas of Bow, Hackney and Clapton.*
- *To provide physics students with the training and support needed to participate in public outreach opportunities. Students will attend two half-day workshops.*

What area(s) of physics will your project include?: maximum of 250 words. Projects relating to the IOP national theme for 2019 (Big Data) are encouraged, as are, projects relating to recent public/local interest or anniversaries are welcomed.

IOP Institute of Physics

If you do not have a physics background, please include names and institutes/ organisations of physicists who will be involved in the design or delivery of this project. If you would like advice on recruiting physicists please contact paul.branch@iop.org before submitting your application.

Audience

Who are your target audience?: maximum of 200 words. Please give us details of who your target audience is and how your activity will be appropriate for this audience. Projects targeted at school children while at school or on school trips are not eligible for this grant. You can find out more about our school grants on our website.

Please remember we are looking to fund projects which reach an audience not already engaged with physics. You should make it clear to the panel if your audience is not already engaged with science.

Do you expect your audience to have a prior interest or background in physics?: multiple choice - yes, some, or no.

Age(s) of target audience: multiple choice, select all that apply.

Does your target audience fit into any of these categories?: multiple choice, select all that apply.

How many people do you expect to reach? Please give a number for **in person** and **not in person.** In person normally means face-to-face engagements, how many people you expect to attend your event or take part in your activity. Not in person refers to people who might engage with your project via social media, websites, podcasts, videos and other engagements which are not face-to-face.

How will you promote your project to your target audience?: maximum of 120 words. The panel will want to be assured that your project activities or outcomes will be well attended or used by your target audience. It is worth noting that events marketed as "science" tend to attract an audience that is already engaged with science.

Budget

Project costings: We ask for the **total project cost**, the **amount you are requesting from the IOP** and the **cost, if any, to the audience** (ticket cost or event entry fee for festivals). You may request any amount between £500 and £3000 from the IOP. Please fill out this section in GBP.

Cost breakdown: Please tell us how you will cover project costs not covered by the grant. More information about eligibility criteria can be found at the beginning of this document.

Please complete the table with **item and description**, how much it **costs**, and who it will be **covered by** (i.e., your organisation, audience income, IOP grant, other grants you have applied to).

IOP Institute of Physics

For example:

Item and description	Cost	Covered by
Travel costs to venue (60 miles plus parking)	£45.00	IOP grant
Skateboards (6 boards @ £30 each)	£180.00	IOP grant
Storage boxes for kit (10 @ £5.00 each)	£50.00	IOP grant
Concave Mirror (2 mirrors @ £150 each)	£300.00	IOP grant
Scissors (20 pairs)	£25.00	IOP grant
Balloons (10 packs of 100 @ £6.00 each)	£60.00	IOP grant
String	£5.00	IOP grant
Postcard production (one day of design time @ £250 a day)	£250.00	IOP grant
Postcard printing (A4 double sided 1000 copies at 35p a copy)	£350.00	IOP grant
Travel and subsistence for volunteers for two days (estimated on £50 a day for three volunteers)	£300.00	IOP grant
Tent hire for one day	£105.00	Covered by venue (in kind)
Total Cost of project	**£1670.00**	
Cost covered by IOP grant	**£1565.00**	

Have you applied to another organisation(s) for funding of this project?: yes or no. If yes, please give the name(s) of the organisation, funding amount requested, and the outcome of the funding application, if known.

Please state any other partners involved in the project: this could be, but is not limited to, organisations supporting in kind, universities you're working with, IOP branches who might be involved.

What considerations have you given to practical issues?: such as copyright, insurance, GDPR or health and safety.

Please provide us with a timeline for your project: Projects must be completed within one year. Evaluation for successful projects will be due one month after the project completion date. This will allow the panel to assess if your project is realistic and achievable within your time frame.

Evaluation

How will you know whether you have met your objectives?: maximum of 150 words. The panel will be looking for evidence that you have thought about the evaluation of your project. You can find out more about how to evaluate projects on our website. All grant winners will be asked to complete an evaluation form one month after the completion of their project.

IOP Institute of Physics

What evaluation methods or tools will you use?: maximum 150 words. You should tell the panel how you intend to collect data for your evaluation. Please insure all data you handle and collect is carried out in compliance with GDPR.

How will you know if you have reached your target audience?: maximum 150 of words. Please tell the panel, in terms of numbers as well as demographics, how you will measure your actual audience against your intended target audience.

Experience

Please tell us about any previous experience you have in organising activities to communicate science: maximum of 120 words. The panel want to know a bit more about your background. It might be appropriate to mention the experience of partners if you have not managed scientific activities before.

Have you or your organisation applied to the IOP for funding before?: multiple choice – yes, no, unknown. If yes, please include some information about the project. We would like to know the year of application, the project title and the outcome of the application.

Please give the name and email address of one referee: It must be someone who knows of your work related to this activity but they must be independent of the project. Your referee might be contacted as part of the grant assessment process.

Monitoring Questions

We ask five questions for monitoring purposes only. The answers you give in this section will not be seen by the review panel and will not affect your application.

Successful applicants

Grant payments will be made by bank transfer soon after successful applicants are made aware of the outcome. Cheques cannot be issued – please ensure you have an available account that the funds can be transferred to. Successful applicants will receive payment upon completion of their financial forms and receipt of their signed award agreement.

Reporting

Successful applicants will be required to submit a final report as project evaluation, and feedback can be of enormous benefit both to the organisers and to those who provide support. The final report must include a summary evaluation report. We can provide you with advice and resources to support you in conducting your evaluation. Sections of the application form and final report may be made public on our website and shared with potential applicants with your permission.

Recognition of the Institute of Physics funding

Recipients of grants are required to acknowledge the Institute of Physics on all of their promotional materials. The IOP's logo will be sent to all successful applicants. Copies of promotional material and any press cuttings of your project should be included with your final report.