



## BIS SCIENCE AND SOCIETY COMMUNITY CHALLENGE GRANT SCHEME – GUIDANCE FOR APPLICANTS

### Introduction

Following review of the BIS Science and Society programme (<http://scienceandsociety.bis.gov.uk/>), two key messages emerged:

- **Target new audiences.** Public Engagement with science in general is gaining momentum but the current audience is largely already interested in science. This means that there is a collective need to do more to take science to those not currently engaged.
- **Engage with people where they naturally congregate**, rather than expecting them to come to you.

This new scheme offers a total of £500k financial support to individuals and organisations to create and run projects which address these challenges in new and innovative ways during FY 2014/15. There will be three levels of project funding: up to £10k, up to £20k and up to £40k reflecting the size and difficulty of the projects.

This grant scheme will **close at 12 noon on 16 May 2014**. All projects funded through the 2014/15 grant scheme must be completed by 31 March 2015.

Applicants are strongly encouraged to contact Juliet Aharoni in the BIS Science and Society team prior to submitting an application on 020 7215 1287, or by emailing [scienceandsociety@bis.gsi.gov.uk](mailto:scienceandsociety@bis.gsi.gov.uk).

### Eligibility

The grant scheme is open to all and provides funding for individuals and organisations to organise any activities which address under-represented audiences. **Previous recipients** of other related grant schemes are welcome to apply for funding, but the assessment panel will look for development of the idea or activity in the application.

### Criteria for the grant scheme

Applications will be judged by a selection panel against the following criteria and should clearly demonstrate:

- That the project targets specific public audiences. Projects must target traditionally hard-to-reach groups (e.g. ethnic minorities, geographically isolated communities, socio-economically disadvantaged groups, specific genders with lower participation rates in particular areas of science, those not in employment, education or training) and can be any age. Projects aimed at engaging independent adults (ie not accompanied by children) are encouraged.

- That the project is science-based, using the BIS broad definition of science<sup>1</sup>.
- Awareness of public interest and concerns including the relevance of the project to the target audience(s).
- Timeliness and relevance. Projects linking to external events in the wider community, e.g. local festivals, anniversaries etc, are welcome.
- 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 are encouraged.
- Evidence of adequate and appropriate means of publicity to reach and attract the target audience.
- Evidence of working collaboratively to reach audiences and to ensure appropriate content, e.g. by working with other organisations.
- Evidence of realistic evaluation relative to the project aims and size.
- Cost effectiveness. Where applications include buying in commercially provided activities, the application should clearly justify the need for the activities with respect to the target audience.
- That the activity is dependent on BIS funding to take place.
- Any plans for sustainability of the project beyond the BIS funding.
- Evidence that the applicant has a plan to meet any shortfall in funding not covered by the BIS 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.

### **BIS will not award grants to :**

- Projects that will take place outside of the UK.
- Projects aimed at children while at school or on school trips. There are already many funding schemes and activities designed for in-school implementation.
- Cover the cost for project staff who receive a full-time salary from their organisation or employer.
- 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 and does not make up the majority of the project costs.

Ideally BIS would not be the sole funder of projects but we are not setting a match funding limit to ensure small organisations and individuals will consider applying. It would strengthen applications to have other funding, which can be in-kind, other grants, donations etc.

**Applications must be for projects that will take place in the UK. Grants must be used by 31 March 2015. The maximum award is £40k.**

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<sup>1</sup> 'Science' used here, means all-encompassing knowledge based on scholarship and research which is underpinned by methodologies that build up and test increased understanding about the world and beyond. The definition of 'science' we use is deliberately wide, encompassing physical, biological, engineering, medical, natural and social disciplines, including research in the arts and humanities.

## Completing your application form

The panel of judges will be made up of around six people who have experience of similar schemes, and will be scoring your application against the scheme's criteria above. In order to make a judgement they will need to fully understand what you are applying for funds for, so it is important that you include key information about your project.

The information below is designed to help you do this.

### Sections 1-3

This section includes summary information about your project.

1. Project title. This title will be put on the gov.uk website ([www.scienceandsociety.blog.gov.uk](http://www.scienceandsociety.blog.gov.uk)) if your application is successful.
2. Amount of Grant requested. This should include any applicable VAT.
3. Timescales. The grant may cover work undertaken up to 31<sup>st</sup> March 2015.

### Section 4: Applicant Details

Main applicant's contact details. This is the person who will be responsible for receiving any grant money awarded. They will also be responsible for reporting back to us. Please also include in this section contact details for project partners.

### Section 5: Project summary (max 150 words)

This section is for you to tell us about your project. This section needs to clearly describe to the panel what you are planning to do and will act as an abstract for the website, if your project is successful. You should give a clear, concise, description of your proposed project including:

- overall project aim(s)
- activities - a brief description of what you are planning to do, including the names of any speakers
- target audience
- audience size
- date(s)
- location
- a brief description of the type of science involved

It is sometimes helpful to get someone not connected with your project to read your application to make sure that they can understand what you plan to do before you apply.

### Section 6. Project objectives and context (max 1 page)

In this section you should outline your project **objectives**, how you plan to meet them and the context. The panel will use this section to judge whether you have a clear idea of what you hope to achieve and how plan to achieve it.

Please include details on the project's **context**. This is your opportunity to tell us why you think this project addresses the BIS challenges. It may be that you know there's a particular demand for your project within the target audience. Or maybe you have evidence to show why your activity is particularly relevant to your target audience. The panel will also want to know whether you have buy in from your partners, whether you have spoken to them about your project and whether they are willing to contribute their time, skills or resources towards it. You should also describe whether this is a new project or if it builds on a previous activity.

## Section 7. Metrics

Please include:

- a. Number of activities, events and/or resources you aim to deliver
- b. Target audience numbers and type of public audience you aim to target

## Section 8. Details of proposed project *(up to 4 pages)*

You should provide more information on all the items included in the summary:

- Activities - information on the planned activities that will take place, including number and type of activities to be delivered. If the exact plans have yet to be determined please provide a detailed example of the type of activities that could take place.
- Target audience - even if you have included this information in the project summary, please add more information on the specific types of audience and how they will be reached. The panel will be looking for how you will promote your project to reach and attract your target audience, including evidence that you have considered any challenges involved in getting your target audience involved in your project.
- Audience size - even if you have included this information in the project summary, please add more information on the audience size
- Date(s) – information on the project timeline, including research, development and delivery phases as appropriate
- Location of the activity (if applicable)
- Science - you should describe the science content of your project. Include the names, where known, of any speakers. The panel will be looking for evidence that the science content will be accurate and well communicated.

## Section 9. Project impacts *(up to 200 words)*

Please include details on the anticipated **impacts** of the project. This should explicitly identify how the project will meet the aims of the grant scheme in addressing new audiences and developing innovative approaches.

## Section 10. Sharing learning and evaluation *(up to 500 words)*. Please summarise:

a) how you will evaluate the project - the panel will be looking for evidence that you have a plan for evaluating your project against its aims. It would be helpful to outline whether you need to do any audience research before your activity to inform what you are going to do, and consider what information you will need to obtain during or after your project.

b) how you will share and disseminate the learning gathered from this project. The panel will also be looking for evidence that you have considered any legacy to your project. This could be how your activity will be shared with others, or used again in the future. Or it may be a skills legacy, whether you can use the learning that you have obtained from carrying out this project to do something else in the future.

## Section 11. Project staff *(up to 1 page)*. Please include details on the individuals responsible for the development, delivery and evaluation of the project:

- a) names, job titles and organisations
- b) time allocated to the project
- c) specific roles and responsibilities for this project
- d) experience, skills and expertise (relevant to the project)

**Section 12. Project costs** Please provide a breakdown of all costs associated with the project. Please add lines as relevant to your particular project.

Please ensure you detail which costs you are applying to BIS for and remember our maximum award is £40k. We cannot award more than this.

**Section 13. Cost Justification** (*max 350 words*).

a) Please provide further details/ justification on the cost items requested in Q12.

Please detail what the grant will be used to pay for and provide any details of other funding partners. If you have any questions about what can and cannot be funded then do contact us before you submit an application.

Please also include details of whether you are intending to charge your target audience for any involvement in the project. The panel will use this to help judge whether your activity is accessible for your target audience. Please also remember to include this income in your budget breakdown.

Please ensure you give a detailed breakdown of the total costs and clearly indicate which costs will be covered by the grant or met by other funding (e.g. organisations, fees/income). You will need to clearly describe how you plan to cover the costs not covered by this grant. The panel needs to see exactly what the grant will be covering and whether these costs are relevant to the project and reasonable for BIS to fund in accordance with the criteria developed through the BIS Science and Society Review<sup>2</sup>.

Please state which other organisations you have also applied to for funding, the amount applied for, and the result of your applications (if known). The panel will want to know who else you have applied to for funding, and whether you have been successful in these applications, so that they can gain an understanding of how you plan to fund your overall project. Applications will be strengthened by having other funding.

The panel will want to know who else is involved in your project to help them gauge how your project connects to other science projects as well as to see who you will be working with. If you are working with partners, your application will be stronger if you can show that you already have their support for your project.

*Please note that BIS will not be able to fund any project which has not secured the total funding by the start date of the project.*

b) Is a form of this project already scheduled to go ahead? If so, please provide details on the added value that will be provided by a BIS grant.

## **Section 14. Referees**

The panel may ask to take up a reference at some point during the assessment process.

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<sup>2</sup> <http://scienceandsociety.bis.gov.uk/blog/2012/12/06/bis-vision-and-objectives/>

## **Section 15. How did you find out about the scheme?**

We would like to know how people heard about this scheme so we can use this information to find out which are the most effective promotional channels to reach potential applicants. This will be especially useful if BIS were to run similar schemes in the future. Please state exactly where you heard of this new BIS Grant Scheme.

**Section 16. Declaration.** The declaration is to be signed by the Main Applicant and by an Authorised Signatory of the Grant 'Recipient' (i.e. the organisation to which the Grant will be awarded to, if this application is successful).

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## **Successful applicants**

All applicants will be notified of the outcome of their application by 27 June 2014. Grant payments will be made by bank transfer on a schedule to be agreed with BIS. BIS does not provide funding by cheques.

## **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. Sections of the application form and final report may be made public on our website.

## **Recognition of the BIS funding**

Recipients of grants are required to acknowledge BIS on all of their promotional materials. The BIS 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.

## **Application process**

Application forms can be downloaded as a word document from the gov.uk website:

[www.scienceandsociety.blog.gov.uk](http://www.scienceandsociety.blog.gov.uk)

Applicants are strongly encouraged to contact Juliet Aharoni for informal advice prior to submitting an application. Tel 020 7215 1287 or email [scienceandsociety@bis.gsi.gov.uk](mailto:scienceandsociety@bis.gsi.gov.uk)

## **Completed forms should be submitted electronically as a Word document and signed pdf.**

Electronic copies should be emailed to [scienceandsociety@bis.gsi.gov.uk](mailto:scienceandsociety@bis.gsi.gov.uk) with the subject line 'Application for BIS S&S Community Challenge Grant Scheme'.

Applications will not be acknowledged. Incomplete forms will NOT be considered. Please do not attach any supplementary material with your application.

Please note that the forms will be emailed to panel members and may be photocopied or printed in black and white.

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This document can be accessed online at:

<https://www.gov.uk/government/organisations/department-for-business-innovation-skills>

Postal enquiries should be addressed to:

BIS Science and Society Community Challenge Grant Scheme  
Department for Business, Innovation & Skills  
1 Victoria Street  
London  
SW1H 0ET

Email enquiries should be addressed to: [scienceandsociety@bis.gsi.gov.uk](mailto:scienceandsociety@bis.gsi.gov.uk)