

‘SPACE FOR ALL’ COMMUNITY AWARD SCHEME

NOTES FOR GUIDANCE

1. AIMS OF THE SCHEME

The scheme is intended to help members of the UK space community in their efforts to harness the inspirational value of space in education and outreach within the UK.

The UK Space Agency aims to demonstrate the achievements of the UK in space and the relevance of space to UK citizens. We also believe that space has an important role to play in inspiring and educating the next generation. The scheme will therefore support activities that:

- Capitalise on the inspirational value of space to engage relevant audiences
- Demonstrate new techniques that can be repeated for larger audiences
- Enable a space-related element of a larger activity
- Develop and/or deliver space-related curriculum enrichment activities
- Deliver activities to promote careers in the space sector

2. ELIGIBILITY

The scheme will be open to bids from individuals and organisations who:

- Are based in the UK
- Have audited accounts
- Have support of their sponsoring organisation or work in partnership with an organisation that can receive the funds
- Can nominate a referee who can support their application

Eligible organisations include academic or research institutions (including schools, universities, research councils, UK Space Agency partners), charities, trusts, companies (including not-for-profit).

Relevant audiences include young people, students, the public, teachers, opinion formers, the media (including traditional, internet, social media).

Activities include, but are not limited to, workshops, lectures, pilot outreach or education projects.

Please note that ground-based astronomy is not part of the UK Space Agency remit and such projects are therefore not eligible for this award scheme. Please contact STFC (Science and Technology Funding Councils) regarding funding for ground-based astronomy projects.

Please note that we cannot accept applications for retrospective funding, including those projects with a start date between the closing date for applications and the announcement of funding decisions.

3. RULES & REGULATIONS

- 1) The UK Space Agency shall not be liable to any person in relation to the project (to the extent permitted by law).
- 2) The grant applicants will be responsible for the organisation and running of the project and any issues which may arise from it.
- 3) The grant applicants will put in place and maintain adequate insurance policies to cover all the liabilities which may arise from the project. The grant applicants will carry out a full risk assessment for the project and take appropriate steps to mitigate any risks to third parties arising from the project.
- 4) The grant applicants must acknowledge the UK Space Agency in any publicity, advertising or news release relating to the project and in materials generated by the project, such as publications, using an Agency logo where possible. The grant applicants shall send examples of publicity materials and publications to the UK Space Agency.
- 5) No assets acquired with the grant are to be written off, disposed of, or put to a different purpose than that specified in the application form, without the prior agreement of the UK Space Agency. All proceeds from the disposal of assets acquired with grant funding must be returned to the UK Space Agency unless otherwise agreed in advance.
- 6) The grant will not be used to fund activity that may be party-political in intention, use or presentation.
- 7) The grant will not be used to propagate a particular religion.
- 8) The grant applicants must identify the value and purpose of the grant separately in the Institution's audited Annual Report and Accounts and must make these audited accounts accessible to the UK Space Agency for seven years after the grant is awarded.
- 9) The grant applicants must have regard to HM Treasury guidelines in the procurement of goods and services for which they receive the grant so as to secure best value for money.
- 10) Funding bids up to £10k may be considered. The total funding available in this scheme is £40k.
- 11) Grants **may** cover all types of expenses, including:
 - contributions to salaries
 - costs of materials
 - travel and subsistence.
- 12) Grants **may not** cover:
 - fees for people already in paid employment where the proposed work could be reasonably undertaken as part of their normal duties

- unclear costings and those which do not appear to be based on valid estimates
- expensive items (e.g. equipment or buildings) unless they are intrinsic to the success of the project
- projects that would go ahead even without UK Space Agency funds.

13) Other than in exceptional circumstances audiences should be mainly UK residents or organisations.

4. THE APPLICATION PROCESS

Submitting your application:

Applications should be made to the UK Space Agency by submitting a completed Space for All Community Award Scheme Application Form.

Up to a maximum of two additional sides of A4 may be included with this application form, e.g. text, diagrams or photographs, to support your application.

An additional four sides of A4 can be included for evaluation forms, publicity materials and/or resources produced for projects from which this project is a spin-off or extension (if applicable).

Any other material submitted will not be presented to the grant assessment panel.

We must also receive a signature (by post or electronically) on the application form from an administrative authority for your organisation (head of department, head teacher or someone else in a senior position of your organisation).

All applications should arrive at the Agency **no later than 9am Wednesday 9 November 2016.**

Please complete and submit the application forms, and any attachments, to **Hannah Garrett** either by e-mail (hannah.garrett@ukspaceagency.bis.gsi.gov.uk) or by post to:

Hannah Garrett, UK Space Agency, Polaris House, North Star Avenue, Swindon, SN2 1SZ.

You will receive an acknowledgement of your application being received within 48 hours of sending. If you do not receive this, we have likely not received your application.

Grant Application Assessment:

Applications will be referred to a panel of judges who will score them against the criteria below and rank the applications according to their scores. The judges will then meet to finalise the marks and to allocate funds, with the top ranking awards most likely to be funded.

Please note that some successful awards may not be funded to the full amount requested to enable us to support as many worthy applications as possible. It is expected that most awards will be up to £5k, with applications above this amount requiring stronger arguments for funding. Applications demonstrating leverage of other funding will be especially well received.

Notification of awards:

Applicants will be advised of the results in writing as soon as possible after the Judging Panel has met. **The Judging Panel's decision is final.**

Awards will be given in the form of a grant offer letter with conditions from the UK Space Agency to the principal applicant's organisation.

Award payment:

Payment will be by **BACS transfer only**, therefore successful applicants **must be able** to submit their bank account details **within 10 working days** of notification of the award or the award may be withdrawn. We will send a form for these bank details with notifications of successful awards. These details will be treated in the strictest confidence.

Payment is usually made in arrears, on completion of your project and receipt of your completed Final Report (template on funding homepage) and invoices/receipts indicating how the funding has been used.

'Staged payments' may be made, 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.**

Grants may extend over the two financial years 2016/17 and 2017/18 from the date the grant letter is signed.

Projects must be completed by **28 February 2018**. The final claim for the grant will need to be received by the UK Space Agency **no later than 5 March 2018** to enable the payment to be processed before the end of the financial year.

5. JUDGING CRITERIA

The main criteria are:

- Ability to explain the relevance of space to UK citizens or to use space to deliver education aims or increased interest in STEM subjects in the UK. Activities that highlight UK achievements in space are especially welcomed.
- Wider relevance to UK Space Agency aims- as set out in the [UK Civil Space Strategy](#), [Space Growth Action Plan](#) 2014-2030, the [UK Space Agency Education and Skills Strategy](#) and other policy statements set out on the [UK Space Agency](#) website.

- Need for funding e.g. would this happen without UK Space Agency funding? Would some other organisation be better suited to fund this?
- Impact - including numbers reached and quality of experience for those involved.
- Sustainability - projects that may become self-sustaining, after the initial injection of UK Space Agency funding, will be looked upon favourably.
- Quality of bid - the bid should demonstrate the ability of the team to deliver the proposed work. Clear costing and evaluation methods should be provided.
- Bids that would leverage funding from other organisations will be looked on favourably.
- For education projects, we **strongly recommend** that you discuss your plans with the UK's space education office, ESERO-UK, to ensure that your proposed activities can be disseminated by them if appropriate and to check how your proposal may complement other activities already underway. Please contact Alex Brown, the Manager of ESERO-UK, at A.Brown@stem.org.uk or on 01904 328191, regarding your proposed project. Further information relating to ESERO can be found on the [ESERO web site](#).

6. DATA PROTECTION ACT & PUBLICITY

The information you have supplied on this form will be treated as confidential and used by UK Space Agency, in accordance with the Data Protection Act 1984 and as amended by the Data Protection Act 1998. This information will be held on a secure server by the Department of Business, Innovation and Skills, the parent department for UK Space Agency.

All applications are in confidence although we propose to publish project titles, project leader and summaries of funded projects on the UK Space Agency website and in press releases. If you are not happy with this please contact us.

The UK Space Agency may also contact you about its space education and outreach programme in the future. The UK Space Agency will not disclose your information to any third parties.

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

7. HOW TO CONTACT US

If you have questions that are not answered in these notes for guidance or in the [FAQs](#), please contact Hannah Garrett at hannah.garrett@ukspaceagency.bis.gsi.gov.uk.