**Explore your Universe Phase 2**

**Application Form**

**Your name**

**Your organisation**

**Your telephone number**

**Your email address**

**Your organisation’s Chief Executive**

**Your organisation’s website**

## Your organisation

**Please describe your organisation, giving your overall mission and vision, your approximate visitor numbers, your content specialism and an overview of your current schools and family programmes. (Max 300 words)**

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**Please confirm the following (To be eligible, all applicants must have answered yes):**

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| Your organisation already runs public engagement activities | Yes | No |
| Your organisation has a dedicated engagement team | Yes | No |
| Your organisation's infrastructure is sufficient to deliver and embed science engagement activities | Yes | No |

## Statement of Intent: How would you address the vision of the project?

**Please bring alive to us how your organisation would address the vision and goals of this project.** Please include why your organisation would be excellent at engaging the project’s target audiences, your proven experience with these audiences, how you would add value to the project through your existing partnerships, and why your organisation is keen to be selected as one of the 10 project partners. Please ensure you address the elements given in the ‘Project invitation and information’ document. **(Max 500 words)**

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## How would you embed the workshops and activities?

**Please outline your organisation’s desire and ability to embed the schools workshops, the short family show, and the activities for brownies, cubs and related groups in your on-going programme after 2015. Please also outline here how you will make the workshops and activities sustainable for your organisation. Please note you are welcome to charge for workshops if you choose to cover costs and increase sustainability. (Max 250 words)**

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## Please outline your commitment and desire to work with scientists

**Please outline your organisation’s desire and ability to run ‘meet the expert’ events, and your experience with these in the past**. Please include why you would like to develop links with UK space scientists, astronomers, particle physicists, and the engineers and technology experts who have created the amazing research facilities in the UK and abroad (universities and learned societies, please outline how you would maximise your researchers/members) **(Max 250 words).**

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## Numbers of participants

How many of the following workshops and events do you envisage delivering in the period between November 20 2014 and 20 November 2015?

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| **Type of Workshop or activity** | **Number of workshops/events** | **Number of participants per workshop/event** | **Total number of participants** |
| 1. High-end masterclass for 14-16 year olds |  |  |  |
| 1. Schools workshop for 10-13 year olds |  |  |  |
| 1. A family show for 7-13 year olds and parents |  |  |  |
| 1. A meet the expert series of events |  |  |  |
| Other (please specify additional audiences you could reach) |  |  |  |
| **Overall TOTAL number of participants ………………………………..** | | | |
| **Overall TOTAL number of participants in successive years (2016 onwards, per year) ………………………………..** | | | |
| **How many people do you expect to engage by social media in the first year, and please give your workings / rationale behind the figures you give.** | | | |

## Assuring quality and breadth of engagement

**Please outline how your organisation will ensure the interactions with your various audiences are of high quality for this project, including, for example, any particularly innovative and new approaches you could utilise.** We are interested in the quality, breadth and depth of engagement as well as the quantity, and are fully aware high quality engagement can happen in a wide variety of ways. Additionally, you might want to include details of science engagement professionals on staff as well as other science specialists and marketing professions within your organisations. You might also want to outline how you work with local scientists and teachers to ensure the high quality of what you do. Please also tell us about the relationships you have with a diverse range of family audiences and how you will use these relationships to widen the reach of the project. **(Max 250 words)**

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## How will this project change or enhance what your organisation currently delivers?

**(Max 250 words)**

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## Your Commitment to Project Evaluation

**a) Please outline how you will utilise evaluation to ensure the quality of the project, your willingness to share evaluation and learning with the project and network.**

As part of the training academy we will provide you with an evaluation overview and afterwards with a set of evaluation forms for completion by participating students, teachers, families and others. Whilst there are no targets for evaluation and reporting, we feel it is integral part of the effective running and development of public engagement activities.

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**b) Please confirm that you collect the metrics of participants in your activities and are happy to report on these through the means specified in the project portfolio document**

**Yes No**

## 9. The project aims to provide the following to the ten selected centres. Please tell us which of the following (hopefully all) you would want?

1. An exceptional set of adaptable hands-on equipment Yes No
2. The components of a high-end master class for 14-16 year olds Yes No
3. The components of a schools workshop for 10-13 year olds Yes No
4. The components of a family show for 7-13 year olds and parents Yes No
5. A ‘meet the expert’ activity format and introductions to experts Yes No
6. To attend the national training academy to train staff from 10 centres Yes No
7. To get involved in social networking and contribute to project learning Yes No
8. To use and contribute to the project evaluation Yes No

**Signature of applicant**

**Date**

Please use a digital signature

**By signing this application you are also agreeing to the following:**

* Data protection - you are happy for us to share your application with STFC and the selection panel as part of the selection process.
* If successful, you are happy for us to share your organisation’s name and logo on the ASDC and partner websites
* That you will promote the project on your website at an appropriate time
* You are happy to comply with all branding and logo requirements set out for the project.

## Submitting your application

**Please email applications by 25 June 2014 to:**

Dr Michaela Livingstone [michaela.livingstone@sciencecentres.org.uk](mailto:michaela.livingstone@sciencecentres.org.uk)

CCed to [info@sciencecentres.org.uk](mailto:info@sciencecentres.org.uk)

**Notes:**

* Applications will only be accepted by email
* Please title the email ‘Application for Explore your Universe Project from <name of your centre>’
* All applications will receive an auto response from the info email address, please ensure you have received this to show your application has been submitted successfully.

**The deadline for applications is 25 June 2014 at 11pm**