**Destination Space Phase 2: Level 2**

**Application Form**

|  |  |
| --- | --- |
| Your name |  |
| Your organisation |  |
| Your telephone number |  |
| Your email address |  |
| Your organisation’s CEO |  |
| Your organisations website |  |

## Your organisation

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

|  |
| --- |
|  |

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

|  |  |
| --- | --- |
| Your organisation already runs public engagement and schools activities | Yes/No |
| Your organisation has a dedicated science engagement or learning staff | Yes/No |
| Your CEO or senior manager supports this application | Yes/No |
| Your organisation is a member of ASDC and will remain a member throughout the duration of this programme | Yes/No |

## Please summarise what you did for Destination Space Phase 1 (and Phase 2: Level 1 if applicable)

**Please describe the activities you ran, the numbers you reached and what you are still delivering. You may use a previously submitted summary. (Guide 300-500 words)**

|  |
| --- |
|  |

## How will you address the vision and goals of Phase 2 of the project?

Please bring alive to us how your organisation would deliver this programme and address the goals and vision of this project. Include how you would reach families and schools with the new content around the five key areas of:

1. UK Spaceports and Satellite launch capability
2. Satellite applications
3. ExoMars
4. The James Webb Space Telescope
5. The 50th anniversary of the Moon landing

**Please include how you will work with space scientists and engineers and also state that you are happy to use this project’s new science and new space activities. (Max 500 words, use titles, bullet points and format as you wish)**

|  |
| --- |
|  |

## Please outline your special commitment and desire to engage audiences with the latest space science and the five key content areas:

1. UK Spaceports and Satellite launch capability
2. Satellite applications
3. The 50th anniversary of the Moon landing
4. ExoMars
5. The James Webb Space Telescope

**Please embellish on your previous answer, showing your organisation’s desire and ability to engage audiences with up to date inspiring space science and engineering. Please also include:**

* What your organisation can offer that is interesting, different and unique to enhance the Destination Space programme.
* How you will inspire young people and families to consider careers in these areas, for both girls and boys, and show them what’s on offer.
* Interesting local and national partnerships and collaborations, or being close to proposed a spaceport.
* How you will ensure all your presenters are continuously updated with the latest developments in spaceports and these space missions, along with updates on national and worldwide space events.
* Anything else you feel we should know **(Max 300 words)**.

|  |
| --- |
|  |

## Please tell us about any specific plans you have for the 50th anniversary of the Moon landing.

|  |
| --- |
|  |

## Numbers of participants and delivery details

**How many people will you engage with Destination Space activities and events between March 31 2019 and December 21 2020? What type of activities will you run?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of event or activity** | **Number of events/activities** | **Number of participants per event/activities** | **Total number of participants** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Overall TOTAL number of participants** | | | |
| **Overall TOTAL estimated number of participants who you will continue to engage with this space science in future years (December 2020 onwards, per year, once the funding has finished)** | | | |
| **How many people do you expect to engage using any Destination Space equipment or resources in future years (December 2020 onwards, estimates per year, once the funding has finished)** | | | |
| **How many people do you expect to engage by social media, and please give your workings / rationale behind the figures you give.** | | | |

## Assuring quality and breadth of engagement

**Please outline how your organisation will ensure your interactions with your various audiences are of high quality (for them), including when they interact with those working in the space sector.**

Please also include how you will work with teachers and a diverse range of family or schools to ensure the high quality, relevance and accuracy of what you offer.

We are interested in the 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.

**(Guide 250 words)**

|  |
| --- |
|  |

## Your commitment to project evaluation

**Please outline how you will ensure that the evaluation requirements of this programme are met.**

|  |
| --- |
|  |

As part of the training academy we will provide you with an evaluation overview and you will be shown the methods of evaluation for this programme.

You must collect a specified number of evaluations:

* At least 300 evaluation forms with school children (minimum 12 classes)
* At least 100 school children at careers relevant events (e.g. where they are meeting an expert)
* At least 50 questionnaires completed with family audiences

Your evaluations and metrics must be submitted

* as part of an interim report (Spring 2020)
* as part of the final report (December 21 2020)
* after the Moon landing anniversary events, in September 2019.

## Please confirm your organisation commits to:

|  |  |
| --- | --- |
| Collecting the required metrics (who, what, where, when, how) and evaluation data from participants in the specified manner | Yes/No |
| Typing up and submitting online your evaluation forms in advance of the deadline | Yes/No |
| Completing and submitting your full and final evaluation data by December 21 2020 | Yes/No |
| Reporting on the metrics of participants on the dates required and through the means specified | **Yes/No** |

## Your indicative budget for the £3,000 grant (inclusive of VAT) \*

|  |  |
| --- | --- |
| **Expenditure (add details and budget lines and adapt table to suit your project)** | **Total Cost** |
| Staff costs (£250 day) |  |
| Marketing |  |
| Special event / outreach costs |  |
| Consumables |  |
| Schools Bursaries |  |
| Data input of the evaluation results (£75/day) |  |
| Any other items |  |
| **TOTAL (including VAT)** | **£3,000** |

Please note that this budget is indicative. You are free to change the budget lines.

We propose £250/day for staff for ease, however you are welcome to add specific cost rates for specific staff if you prefer.

## In-kind contribution by your organisation

|  |  |  |
| --- | --- | --- |
| **Expenditure (add details and adapt table to suit you)** | **Details** | **Total Cost** |
| In kind contribution of your staff  (£250 day)  (approx. number of days across the project) |  |  |
| Other in kind contribution  (please provide details) |  |  |
| **TOTAL** | |  |

## Development Fee

ASDC undertakes a considerable development role for all our National Strategic STEM Programmes. We build relationships with funders, create ideas for national programmes, write funding proposals, and secure funding and agree contracts.

Once secured, the entirety of these grants is dedicated to delivering these programmes. In almost all cases, a large part of the funding is given directly to the selected science centres in the form of equipment and grants. The remainder is given in the form of developing and creating sets of resources, handbooks, branding, websites and other assets for their use, and in paying for travel and accommodation for the training academies.

For each programme, 10-20 of the UK’s science centres are selected to run the programme, meaning that for these centres there is an additional benefit of being a member of ASDC.

In early 2018, the Board of ASDC, made up of 15 CEOs and senior managers across the membership, agreed that for all further funded programmes, ASDC would ask centres to contribute 6% of the amount of the grant and equipment, to support ASDC’s role in successfully fundraising for these programmes and to enable ASDC to continue running National Programmes.

**For this project**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Grant | Equipment | Total |
| Amount from ASDC to each Science Centre | £3,000 | £3,700 | £6,700 |
| 6% | £180 | £222 | £402 |

This development fee is intended in place of each centre using their own fundraising staff to identify opportunities, develop proposals, approach funders and create and deliver the content. The Development fee for this programme is £402.

This percentage is only levied on the grants and the equipment, rather than the full cost of the programme to create, train, deliver and provide all the resources for the centres.

This development fee cannot be part of your grant for this programme. This grant is restricted, for the delivery of the project. As such this £402 must come from another budget.

ASDC will invoice you for the Development fee several months into the programme.

## The project provides the following to the fourteen selected centres. Please tell us which of the following (hopefully all) you would want?

|  |  |
| --- | --- |
| Resources via the Destination Space website that will update as the missions progress. | Yes/No |
| A £3,000 grant. | Yes/No |
| One place for a member of your staff at the Moon training academy on 26 or 27 March 2019. | Yes/No |
| Places for two of your staff at the national training academy in October / Nov 2019. | Yes/No |
| Reading newsletter updates and participating in conference calls highlighting the latest UK space science | Yes/No |
| Joining Conference calls to share plans to celebrate the 50th anniversary of the moon landing | Yes/No |
| Getting involved in social networking with the public and contribute to sharing ideas. | Yes/No |
| Undertaking the project evaluation. | Yes/No |
| Would you like ASDC to train your staff to use postcode mapping systems to plot which schools you reach? | Yes/No |

**Name of applicant ………………………………………………………………………………..**

**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 the UK Space Agency and the selection panel as part of the selection process and if successful, to share this application on the Destination Space website.
* You are happy for ASDC to share your contact details with the UK Space Agency, and occasionally with other relevant partners where we feel it is beneficial for your organisation.
* If successful, you are happy for us to share your organisation’s name and logo on the ASDC and partner websites and publications.
* That you will promote the project on your website and via social media.
* You are happy to comply with all branding and logo requirements set out for the project.

## Submitting your application

**Please email applications by Friday 25th January 2019 to:**

Dr Jaclyn Bell [Jaclyn.Bell@sciencecentres.org.uk](mailto:Jaclyn.Bell@sciencecentres.org.uk)

Cc’d to [info@sciencecentres.org.uk](mailto:info@sciencecentres.org.uk)

**Notes:**

* Applications will only be accepted by email. Please title the email:

‘Application for Destination Space Phase 2 Level 2 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 25th January 2019 at 11pm**