**Science Capital in Practice**

**A National Training Programme for**

**Science Centre Professionals**

**Application Form**

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| 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)**

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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 and schools activities | Yes/No |
| Your organisation has dedicated public engagement and learning staff | Yes/No |
| Two members of your staff will participate in the training academy | Yes/No |
| Your organisation is a member of ASDC and will remain a member throughout the duration of this programme | Yes/No |
| Your CEO or senior manager supports this application | Yes/No |

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

This programme is about embedding good practice informed by the latest science capital research across your organisation to help a more diverse audience to participate in science-related experiences and feel that science is ‘for me’.

This is an opportunity to trial and test ideas that will have longer term benefits for your organisation. What teams within your organisation you pick that can deliver to this long term approach is up to you.

**Please bring alive to us how your organisation would deliver this programme and address the Vision and Goals of this project. Please be clear what is testing new approaches and what you have shown works in the past. Please also refer to the selection criteria.**

**(Max 500 words. Please use titles, bullet points and format as you wish for clarity)**

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## Please outline your special commitment and desire to engage wider audiences.

Please embellish on your previous answer, showing your organisation’s passion and ability to engage more broadly so more diverse audiences feel that science, and science centres and museums, are for them.

**Please also include (if not otherwise covered):**

* What your organisation wants to do that is interesting, different and unique.
* Interesting local and community partnerships, national partnerships and collaborations.
* What special expertise or relationships does your centre have that will make your approach likely to work or worth testing
* How you will inspire your staff to drive forward change
* Anything else you feel we should know **(300 -500 words)**.

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## Please summarise your current activities and knowledge relating to Science Capital. (Guide Max 300 words)

Please detail the range of science capital knowledge across your whole staff from those who may not have heard of it to those that work with it daily.

We will be looking for a mix of centres from those who feel that they have lots of experience of using and working with science capital to those who feel that they are just starting out.

Please tell us about any other relevant programmes you are running or ASDC applications if you wish.

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## Training and Legacy: Please tell us how the two members of staff you send to the academy will train your wider staff and ensure all those working on the programme are trained. Please also include how you will share the information with 50% of your staff and how will aim to embed the approaches over time.

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## Numbers of participants and delivery details

Please detail the numbers of people you will engage with. This includes the staff in your centre in terms of training, as well as the families, schools and communities participating. Please indicate when you will run which types of activity and with whom and if you are training anyone else for example teachers.

**PLEASE NOTE: there is not a fixed minimum reach set for this programme but we would expect the numbers reached to adequately reflect the programme proposed.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type of event, training or activity** | **With Whom?**  **Eg Staff, families, children, teachers** | **Number of events/**  **activities** | **Number of participants per event/**  **activities** | **Length of interaction**  **Eg 10 mins,**  **1 hour,**  **1 day** | **Total number of participants** |
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| **Overall TOTAL number of participants in person** |  |
| **Overall TOTAL estimated number of participants who you will continue to engage with this approach in future years 2021 onwards** |  |
| **How many people do you expect to engage by social media, and please give your workings / rationale behind the figures you give.** |  |

## Your commitment to project evaluation

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

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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. The Invitation to Participate gives the date for submission of evaluation online and your interim and final reports.

## Please confirm your organisation commits to:

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| --- | --- |
| Collecting the required metrics (who, what, where, when, how) and evaluation data from participants in the specified manner and reporting on this | 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 November 14 2020 | Yes/No |

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

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| **Expenditure (add details and budget lines and adapt table to suit your project)** | **Total Cost** |
| Staff costs (£250 day) |  |
| Consumables |  |
| Event or outreach costs |  |
| Other costs, please specify |  |
|  |  |
| Data input of the evaluation results (£75/day) | £75 |
| Any other items |  |
| **TOTAL (including VAT)** | **£3,000** |

* Please note that this budget is indicative.
* You are free to change or delete the budget lines here.
* 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

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| **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** | |  |

Please read the note on the ASDC Development Fee: This grant is restricted, for the delivery of the project. As such the ASDC development fee of £180 cannot be part of your grant for this programme and must come from another budget.

**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 ASDC to share your contact details and application with the Science Museum Group Academy and the members of the selection panel.
* If successful you agree the Science Museum Group Academy or ASDC may celebrate a summary of your successful application in a press release or online, and list you as a partnering centre.
* 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

To apply, please fill in the application form.

**Deadline for Applications: 11pm on Monday 4 March 2019**

**Please email applications to: Dr Penny Fidler, CEO via** [admin@sciencecentres.org.uk](mailto:admin@sciencecentres.org.uk)

**Notes:**

* Applications will only be accepted by email.
* Please title the email in the following format: **‘The Science Capital in Practice application – name of your centre’**
* All applications will receive an auto response, please ensure you have received this to show your application has been submitted successfully.