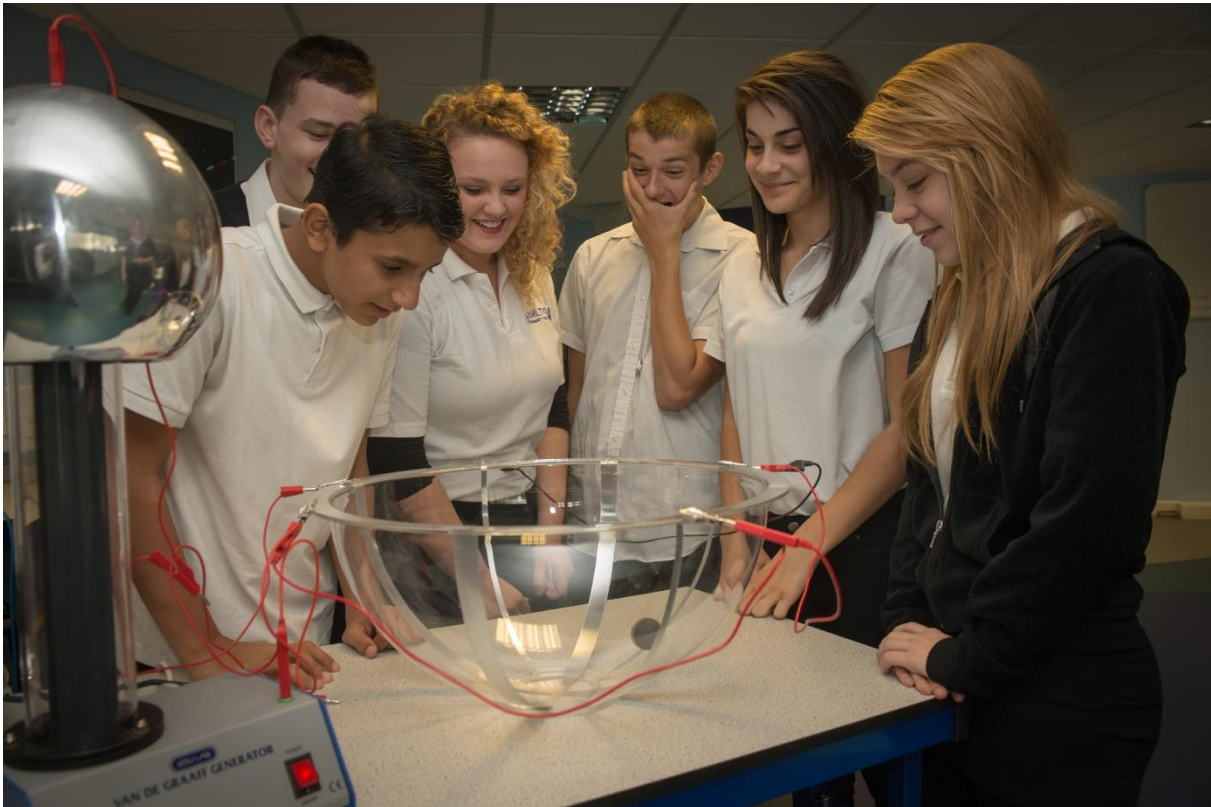


EXPLORE YOUR UNIVERSE



Explore Your Universe

Phase 4

Invitation to participate

January 2019

UK Association for
**Science and
Discovery Centres**

Programme Overview

The UK Association for Science and Discovery Centres (ASDC) is delighted to announce the launch of Phase 4 of Explore Your Universe, in partnership with the Science and Technology Facilities Council (STFC). Explore Your Universe: Phase 4 will run from 2019 - 2021 and will increase the reach, impact and legacy of the current successful national Explore Your Universe programme.

Phase 4 has, at its heart, audience-driven participatory methodologies and multiple interactions to truly include and involve families in areas of socioeconomic deprivation. Together, we aim to identify the practices that successfully build lasting and equitable participation from communities who may not currently engage with our centres and museums.

Explore Your Universe Phase 4 enables Science Centres to create and develop local relationships and partnerships, to build trust within new communities, work repetitively with the same students and their wider families, and place an emphasis on the depth rather than breath of engagement.

The Vision: To engage, inspire and involve families with school-age children across the UK with the amazing stories, science and people of STFC's world-leading research, specifically focussing on what successfully builds interest, confidence and supports science capital with children and families in the 40% most deprived regions of the UK.

The Mission: To deliver an inspirational and exciting national hands-on science programme in partnerships between Science Centres and community-based organisations, through multiple interactions, using a range of participatory methodologies, and to evaluate the impact of various methodologies to produce clear guidance on what works and what needs to change to truly involve families in the 40% most socioeconomically deprived areas of the UK.

Over the past 7 years, Explore Your Universe Phases 1, 2 and 3 have partnered with 23 Science Centres and universities across England, Northern Ireland, Scotland and Wales and reached 380,987 children and adults. Building on this learning, Phase 4 now brings a specific focus to the methodologies that build interest, value, curiosity and confidence in the physical sciences for children aged 8-14 and their families.

An informed evaluation strategy, pulling on wider sector expertise, will seek to measure outcomes for the students, families and professionals involved, and share this learning of approaches, practices and resources widely across and beyond our sector.

We are seeking 8 Science and Discovery Centres and Museums, across the UK to partner with us for this exciting and ground-breaking continuation of one of the UK's largest and most successful National STEM engagement programmes.

- **The deadline for applications is 11pm on Monday 25th February 2019**
- Applications should be sent to Shaaron Leverment, Programme Director.
s.leverment@sciencecentres.org.uk and Cc to admin@sciencecentres.org.uk

Who is eligible to apply?

Explore Your Universe Phase 4 is open to all Science Centres and Museums that have taken part in Phases 1, 2 or 3 of the Explore Your Universe programme. Participating centres must be current ASDC members and continue their membership throughout the programme duration.

Eligible Science and Discovery Centres and Museums include:

Explore Your Universe Delivery Partners
1. Aberdeen Science Centre
2. Cambridge Science Centre
3. Catalyst Science Discovery Centre
4. Dundee Science Centre
5. Dynamic Earth
6. Glasgow Science Centre
7. Jodrell Bank Discovery Centre
8. National Museums Scotland
9. National Space Centre
10. Observatory Science Centre
11. Royal Museums Greenwich
12. Science Oxford
13. Techniquet Glyndwr
14. Techniquet, Cardiff
15. Thinktank, Birmingham
16. We The Curious
17. W5, Belfast
18. Winchester Science Centre

We will be selecting a wide variety of Science Centres in terms of a national spread of organisations, a variety of catchment and sizes as well as Science Centres who have been awarded or not-awarded with the Inspiring Science fund. We are not expecting that organisations apply for this fund as joint applicants or with a ‘buddy’ system. We will be encouraging communication for sharing best practice and experience across the selected Explore Your Universe Phase 4 network.

Each Science Centre will need to identify at least one Community Partner group on the application form. There are two delivery phases (delivery a and b) to this programme. This provides opportunity to build relationships, build more than one partnership and reflect on the strength of those collaborations at our review meeting. We expect that elements of first partnerships will last throughout the duration of the programme, from the pilot phase to final delivery and beyond, unless there is a firm rationale for change at the review meeting.

What is on offer for the 8 participating centres?

The programme will offer the 8 selected centres the following:

1. A £6,000 grant to assist with the delivery and co-creation of the programme. This grant may be spent on staff time and other costs although it is anticipated that a percentage of the grant is spent on, or by, the partnering community groups to enable their participation in the programme. **Please Note:** This is a grant. If your centre feels VAT needs to be charged it must be part of the £6,000.
2. A two-day national training academy to train two members of staff from the 8 Science Centres and Museums and their Community Partners across the UK to enable them to run the programme (including programme branding assets and full guidance for use). The training academy will showcase ideas and demonstrations of up-to-date STFC science, technology and engineering and provide Science Centres with a workshop environment and resources to support the building of equitable partnerships with your community.
3. A one-day national participatory review meeting, taking place during the delivery period, that involves all 8 partner Science Centres (two members of staff from each participating Science Centre). This event provides opportunity to share the successes and challenges of the programme and strengthen the network of peer support across the UK.
4. A national meeting at the end of the delivery period, bringing together Science Centres and (where possible) community group representatives to share the experiences and value of the programme at a celebratory event.
5. Resources to support training, delivery and evaluation, including approaches, methods and techniques for Science Centre professionals that can be shared with staff back at each centre.
6. Opportunity throughout the programme to consult with national experts and form a close network of EYU Phase 4 centres to share resources, practices and experiences. The learning throughout this process will contribute to the final 'Inclusion Handbook' (*working title*), with full recognition for the 8 partner centres, the advisory panel, management boards and wider contributors. **Please Note:** Whilst the final handbook will be produced and printed at the end of the project, there will be a 'working handbook' that is built on through the programme and will be shared with all participants.

Participating Science Centres must commit to participation in the full programme, including:

- Providing a letter of support from senior management or your CEO which supports the relevance and value of Explore Your Universe Phase 4 to the strategy of your organisation.
- Ensuring two individuals (either 2 members of staff, or one member of Science Centre staff and one Community Partner member of staff) participate fully in the two-day training academy taking place in April/May 2019. If both individuals are from the Science Centre, they need to be at different levels within the organisation. For example, a member of staff involved in the delivery of the programme and a senior member of staff within management who can make strategic decisions on behalf of the organisation.
- Ensuring two members of staff participate fully in the participatory review meeting in October/November 2019.
- Ensuring attendance of at least one member of your staff at a final programme event in November/December 2020, which aims to celebrate the impact of your community partnerships.
- Commitment to working in equitable partnership with experienced youth/community workers in order to involve the target audience.
- A willingness to share learning and information with the ASDC project manager and external advisors. This will include a commitment to an open and honest approach to what worked well and what changes needed to be made throughout the programme. We acknowledge that relationships and projects change, and this will be a key part of our learning. As such, ongoing opportunities for reflection and discussion with us and our evaluators will be part of your contract.
- Routinely collecting the required quantitative and qualitative evaluation data to assure the programme taking place at each Science Centre or Museum assesses impact to the depth that is required.
- Submitting all required evaluation for reporting on the date or dates given and in the manner specified.
- Allowing for opportunity for facilitators to present back to wider Science Centre teams, across departments or programmes about the relevant learning gathered from the programme.
- Using traditional media channels, digital platforms and/or social media as an integral part of the programme, sharing latest updates and promoting your joint experiences of working with your Community Partner throughout the programme.
- Marketing activities and events in accordance with the guidelines using the project brand, STFC logo and ASDC logo where required.

The Science Centre Grant Schemes (£6,000)

ASDC is offering each of the eligible 18 Explore Your Universe Science Centres and Museums the opportunity to apply for a grant for £6,000. There will be 8 grants of £6,000 available.

The grant may be used to contribute to staff time, marketing, scientist involvement or other costs at your organisation's discretion. It is anticipated that part of the grant will be spent directly on or with the community group(s). The grant will be paid in two stages, one at the beginning of delivery and the second on delivery of a final programme report and completion of all required evaluation. The Grant Payment will be claimed as follows:

- Grant Payment 1: £3,000 following the two-day national training academy (April/May 2019)
- Grant Payment 2: £3,000 on completion of the programme (December 2020)

In your application please specify how you will use the grant, as well as detailing your organisation's in-kind contributions.

Please note: ASDC withholds the right to delay payment of a grant if contractual conditions have not been met, including evaluation requirements.

The Application Process

The structure of this application process is different to that of previous ASDC programmes. This is because Explore Your Universe Phase 4 will be evaluating depth of engagement rather than breadth, and in some cases Science Centres will not know the outcome of their programme of activities until they have established stronger community connections.

- ASDC will host an EYU4 bidders conference call on **Tuesday 12th February 2019** to answer any questions from potential applicants in an open manner. Details will be advertised on the ASDC website and social media. Those interested in attending will need to book through [Eventbrite](#) (active now for registrations).
- **The deadline for applications is 11pm on Monday 25th February 2019**
- Applications should be sent to Shaaron Leverment, Programme Director s.leverment@sciencecentres.org.uk and Cc to admin@sciencecentres.org.uk
- All applications submitted will be followed by a direct call between you and one of our external advisors Piotr Bienkowski. This is an opportunity to discuss aspects of your proposal with the programme director of [Our Museum](#): the largest programme of organisational change in museums that promoted communities and museums as active partners.
- Following this call, there will be an opportunity to provide us with supplementary information to modify or support your application.
- The selection of 8 Science and Discovery Centres and Museums will take place **12th March 2019** where they will be contracted on working proposals.

The Core Project Team

This national programme will be directed and project managed by the UK Association for Science and Discovery Centres (ASDC). ASDC will create an 'Inclusion Handbook' and provide resources in partnership with a host of delivery and evaluation experts including academic experts, youth workers, community organisations, Science Centres partners and wider network consultants.

Please note: Your application will be shared confidentially within the team of ASDC. We are running a number of overlapping programmes that support wider diversity and inclusion within STEM engagement. We wish to provide you with the greatest opportunity for your proposal.

The Programme Reach

The key audiences for this national programme are:

1. Children and young people between the ages of 8-14 living in the 40% most socioeconomically deprived areas of the UK as measured on the Indices of Multiple Deprivation (IMD).
2. Parents, carers and wider families of these young people, so they are equally inspired and can continue to support their children's science learning and career aspirations long into the future, building science capital.
3. Children, young people and their families who are currently less engaged and more marginalised in current Science Centre visitor numbers.
4. Boys and Girls, with an unbiased approach that engages and enthuses all genders equally.
5. A cohort of trained Science Centre professionals working at a range of levels who can become catalysts for future learning and embedded inclusion programmes.

Criteria in terms of numbers of children and families:

This ground-breaking programme has no criteria on numbers of children, young people and families to be engaged across the delivery period and will be focussed more on depth of impact and participation.

It is anticipated that Science Centres and Museums may create two or three partnerships and provide a programme of multiple engagements with each given participant group containing a minimum of five or six interactions. Alternatively, proposals may explore a truly 'deep and narrow' focus, with tens of engagements and close partnership with a very specific, single group of participants.

Our Programme Goals

Please Note: This programme aims to support the active participation with, from and by the children, young people and their wider families where possible, rather than to be seen as delivering activities TO these groups as spectators. Please bear this in mind as you review the key goals for this national programme:

1. To support Science Centres to create and build new relationships with families and Community Partners in the 40% most socioeconomically disadvantaged communities in the UK.
2. To inspire and intrigue children and young people aged 8-14 and their families living in these communities, with a sense of curiosity and interest in science, by sharing the stories of STFC science and technology.
3. To engage with the same audiences and participant groups multiple times and to design and deliver a range of methodologies to achieve this with the target audience.
4. To evaluate the programme impact on audiences and Science Centres, and the effectiveness of various multiple interaction and participatory methodologies.
5. To support Science Centres to take an evidence-informed approach to diversity and inclusion for their individual catchment areas and encourage participation from communities who currently do not engage with their centre.
6. For Science Centres to provide clear evidence that they have responded to local Community Partner and families' needs, resulting in co-developed programmes.
7. To empower Science Centres to establish lasting regional advocacy groups between Science Centre professionals (at different levels) and Community Partners, taking ownership to promote embedded partnerships that last beyond the project period and support ongoing, transformative change and a national legacy for this programme.
8. To identify successful methodologies through extensive partnership-building within and outside the informal science learning sector.
9. To train science engagement professionals in best practice of identifying, contacting, meeting and co-developing programmes with community groups and families from the 40% most deprived areas of the UK.
10. To create an 'Inclusion Handbook' (working title), towards the end of the programme showcasing the various methodologies and giving clear guidance on what works and what needs to change to truly involve different groups across the UK.
11. To inspire girls and boys age 8-14, equally, to consider science as a valuable and relevant part of their daily lives and a consideration for future work and careers.
12. To build family science capital. 80% of a schoolchild's waking time is spent out of school. This programme will support family science capital which is a key indicator of whether students aspire to study science.

Submitting a 'Working Proposal'

We anticipate there may be changes to your proposals throughout this learning process as a result of equitable partnership building, adapting to the needs of your community group(s) and developing a deeper understanding of your participant(s) over time. Therefore, we understand that you cannot, and should not pre-define exactly what your project will look like at this stage of application.

Organisations wishing to apply need to ensure that leading members of staff can commit to taking ownership for the full programme: preparing, allowing for, reflecting upon and capturing the reasons for changes in this initial proposal.

The selection panel

Eight applications will be selected by a panel consisting of STFC, ASDC project staff and external experts as required. The 8 Science Centres will receive grants of £6,000 and be contracted by ASDC to deliver what they have detailed in their working proposal, with the understanding that this is subject to agreed amendments following the training academy and participatory review meeting.

Guidance for a Successful Application:

Science Centres must complete the Explore Your Universe Phase 4 application form. Eight participating organisations will be selected through a competitive tender process. The following guidelines have been created with consultation with community and youth workers, Science Centres, wider informal STEM engagement organisations and with STFC. A strong application is not expected to answer and detail *all* the following points. However, please consider them in full and highlight where the strengths of your programme fit with our guidance.

A passion for sharing STFC science, technology and engineering

- Highlight a track record in showcasing STFC people, stories, science and ideas in high quality, engaging, new and innovative ways.
- Include ways in which approaches are influenced by the learning from previous phases of Explore Your Universe, including engagement processes utilised.
- Demonstration of links with members of your local university and/or industry role models (or a plan for how to develop links) to promote and raise awareness of STEM careers. What training will you provide to ensure that these links are beneficial?
- Ensure that the activities are delivered with an emphasis on equity for all genders, abilities and backgrounds.

- Broadening what counts as science and scaffolding ways of translating students' existing cultural resources into science capital. We would like to explore methods for identifying and creatively celebrating the science and scientific values that have the highest relevance and interest for the participants, recognising the value of the science the Community Partners bring to the partnership. This may be through consultancy, focus groups or dialogue and will support co-creation in your programme of content.
- Ensuring there are processes in place for staff to continue to share up-to-date knowledge of STFC people and science, and that the integrity of the science delivered is maintained throughout the programme and into the future.



In-depth consideration of building equitable partnerships based on mutual trust

This grant allows and encourages new partnerships with new audiences to be initiated, built and sustained. This is a priority and an important area of learning in this programme. Please give strong rationale in terms of benefits/depth of impact, partnership building and legacy, we will also consider supporting work with community groups that you, or other meaningful informal science engagement programmes, have partnered with previously. Therefore, please consider the following:

- Which community-based groups are you choosing to work with and why?
As examples, you may consider forming partnerships with youth groups, community workers based in schools, families of prisoners, religious communities, family centres, young carers, refugees (who often are not housed in areas with low IMD), those outside mainstream education or many other community or out-of-school organisations.
Please Note: Our programme goals are to build new relationships with communities in the most socioeconomically disadvantaged areas and encourage participation from communities who currently do not engage with our centres. Therefore, evidence of taking (or a willingness to take) an informed approach to diversity, with a commitment to understanding current audience catchments, and who is currently excluded from engaging with your Science Centre, should be part of your rationale.

- Evidence of current conversations and consultation with at least one of your identified community-based organisations and trusted intermediaries needs to be evident within the proposal. This may come in the form of a joint proposal submission or a letter of support from your chosen partner(s).

Please Note: Your proposal is unlikely to be considered if no initial relationship building has occurred. However, we do acknowledge that there is a risk to beginning these conversations with new Community Partners based on a grant application and caution on the depth of your scoping interactions if this is at a cost to your Community Partner.



- Demonstrate open and accessible opportunities for ongoing, two-way communication. Consideration for a flexible outline of how this communication may be organised (a 'relationship action plan') will strengthen your proposal. For example, planning conversations with Community Partners taking place x number of time over y months during/after the project. You may also wish to address elements of the following in more detail:
 - Creating opportunity to learn what Community Partners understand and value about STFC science and technology.
 - Identifying what would encourage them and support them to participate? What are the motivations and benefits to them for building the partnerships?
 - How you will manage expectations from the start of the partnership?
 - Recognition of the steps and time needed to create, build and maintain trust as key to prolonged participation.
 - Will you have opportunities for focus groups and dialogue with parents and carers to get them engaged and involved during the programme.
 - Opportunity for reflective practice to maintain connection with local groups.
- Commitment to growing the programme from community needs and aspirations, basing a programme that has elements of co-creation, that is inspired, relevant and accessible.
- Consideration of how to approach possible barriers and power dynamics within partnerships, including decision-making processes and resolution of disagreements. For example, grant funding (the grant will be awarded to the Science Centre not the Community

Partner) or content (the Science Centre will be contracted to share STFC science and therefore may be considered to hold the expertise) etc.



Full consideration of risk

This partnerships between ASDC and STFC is supportive of organisations who are keen to push boundaries into the uncomfortable and to genuinely commit to the 'seldom heard' audiences. We know not everything will go to plan! We are keen to support and welcome working proposals for brave projects that can capture all stories and learning and take a legacy approach, even if the final engagement is not what you originally hoped for.

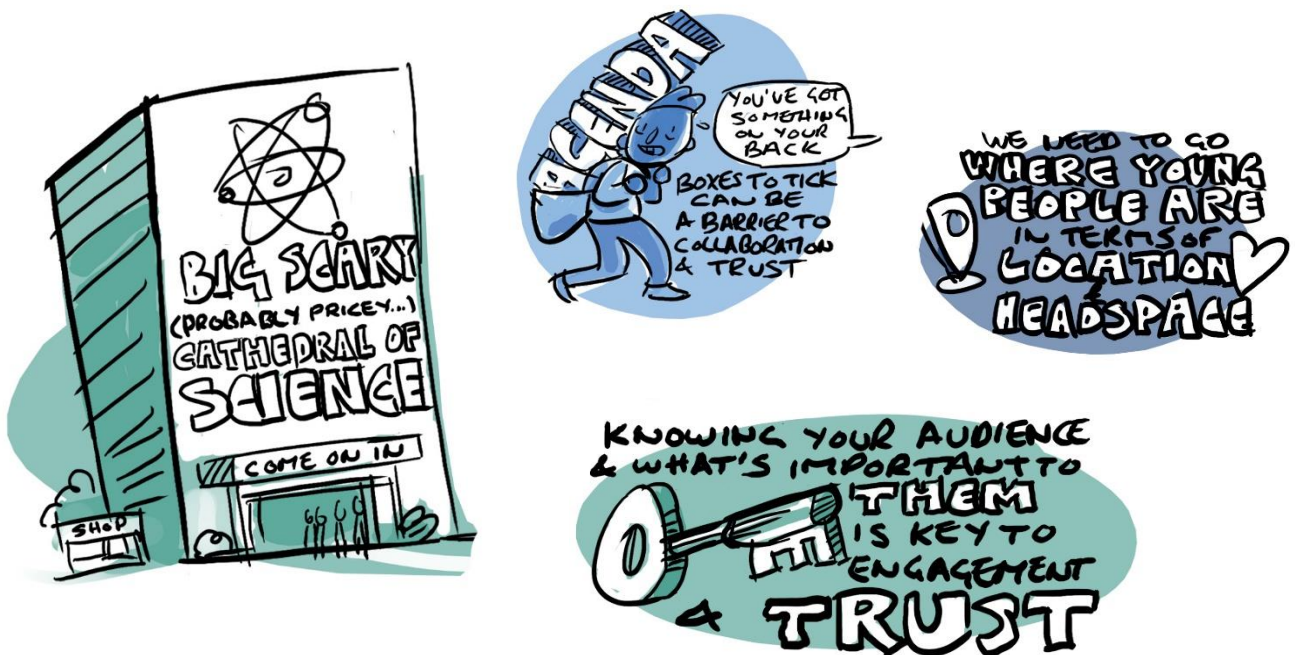
We anticipate funding a variety of partnerships. However, if you are reaching towards very novel and unfamiliar areas for partnerships, we would like to see acknowledgement of the risks. For example:

- Explanation of how you aim to encourage retention of participants throughout the planning stages and the project delivery of multiple interventions.
- Consideration of how you will deal with change in (or unexpected absence of) leadership of the Community Partner (particularly relevant if you plan to work with voluntary organisations).
- **Please Note:** If your centre chooses to take the high-risk strategy of working with only one group throughout the duration of both delivery periods (Delivery Phases a and b) you must provide strong evidence for this decision in terms of true value, relationship building, evaluation, legacy, reflection and continuous points of contact throughout the project planning and delivery period.

Methods of engagement

Please explore how you aim to engage community-based partners and co-create a programme that inspires students and their families from the 40% most socioeconomically disadvantaged communities.

- A willingness to work outside of your Science Centre for part of these engagements will be necessary to enable new audiences to feel welcome and comfortable. Guidance from our consultation is simply that neither 0% nor 100% of engagements should take place at a Science Centre.
- Provide examples of 'what' the engagements might look like* and an indication of the aims of the series of interactions. How will you set the expectation of a shared space and shared responsibility for the content? Will your focus be a community drop-in session to build a cohort of repeat visitors, or will you commit specific time to working with a particular group? How will you allow for people to miss weeks yet, still feel part of the team?
- Consider how you will maintain a presence in the community between engagements.
- Following consultation with your community-based organisations, please provide an overview of the number of groups you intend to reach out to, the number of children and young people you hope to engage with over the course of delivery, and the number and length of interactions with your participants in your application.



* From our charette the following words were used to advise what engagement may look or feel like: 'Building themes', 'Meaningful', 'Skills', 'Celebratory', 'Emotionally engaging', 'Adaptable', 'Flexible' 'Exploratory', 'Modular' 'Something to take away', 'Fun from Day 1', 'Refreshments!'.

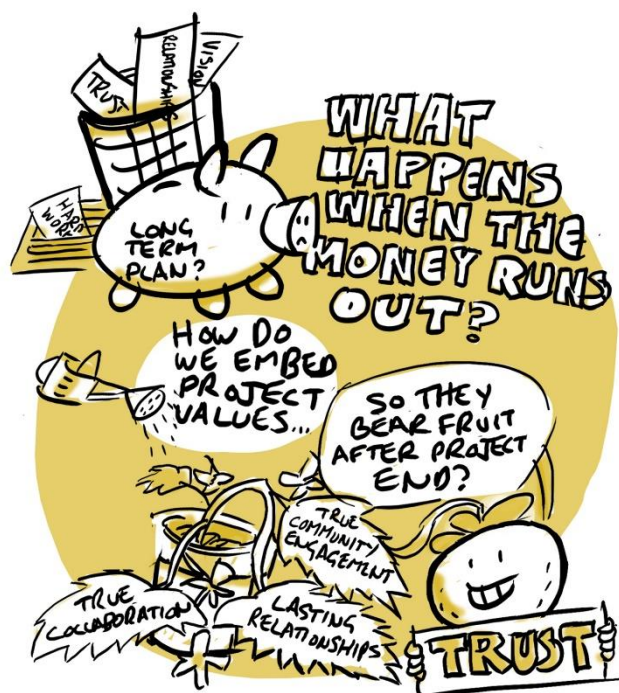
Between 28th January and the bidders conference call on 12th February, a small selection of mini case studies will be uploaded to [our website](#). These will be summaries of programmes that illustrate flexible approaches, multiple-interventions for family engagement or co-created content taking place across the UK currently. They may provide insight or inspiration into the direction of the engagements for an initial proposal. If you would like to share your own stories on this case studies page, please contact s.leverment@sciencecentres.org.uk.

The importance of legacy

- Demonstration of planning and being open to embedded change and opportunities for legacy from the very beginning.
- Consideration of how a positive closure to the main delivery phase can be achieved.
- Opportunities maintaining relationships with community-based organisations that promote embedded partnerships.

Please Note: One of our programme goals is to encourage the formation of ongoing advocacy or advisory panels that remain and evolve beyond the project period.

- Other creative ways in which current processes can allow for ongoing opportunities for an equally beneficial collaboration. **Please Note:** the financial burden or responsibility should not be left with the Community Partner or volunteers to take action in order to continue the relationships outside of the project delivery period.
- Consideration of the ways in which Science Centre staff taking part in the programme can allow their experiences to affect their future practice, embed learning and catalyse a wider cultural change.



Clear support and advocacy from senior management or the Science Centre CEO

A lack of active support and championing by directors and trustees is a main barrier to participation and embedding organisation-wide change.

Your application will be considerably strengthened with a Statement of support and commitment from the CEO or senior manager to the vision, mission and goals for this programme. Please consider the following areas as aspects you should address within this application, and these following areas may also need consideration from senior management:

- A commitment to the evaluation of impact, including the short-term and longer-term impacts of this programme on staff, management teams and Science Centre systems (where relevant). We will need to work with you to allow for this programme to capture expected and unexpected/unplanned outcomes.
- Demonstration of commitment to the professional development of staff, allowing for:

- Ongoing research and understanding of new and varied areas of STFC science, technology and engineering.
- An openness to opportunities for Explore Your Universe Phase 4 facilitators to share their learning across departments and programmes.
- An increased opportunity for training and reflective practice to enable facilitators to gain new skills and openly discuss concerns about communicating science with new or challenging audiences or in unfamiliar environments. A successful programme will require that such mechanisms are in place so that staff are suitably equipped and to deliver the programme with full understanding of the needs of the participants across the multiple interactions.



Programme Impact

Explore Your Universe Phase 4 will draw upon learning from Phases 1, 2 and 3 and will complement the ethos of STFC's *Wonder* initiative which has a focus towards audience-driven public engagement with communities in the most socioeconomically-deprived areas of the UK.

Science Centres who wish to apply should demonstrate the value of their participant-centred proposal, show a strong rationale for their proposal and a keenness to be a part of a programme that supports the importance of the balance of depth versus breadth of engagements.

Specific impact for children and their families:

As a result of repeated engagements, the programme seeks to measure the extent to which the participants feel a sense of ownership, inclusion and belonging. This includes:

1. Feel welcome in a science and engineering environment
2. Feel inspired and involved by science and technology

3. Value science and technology for its social, cultural and economic contribution to society
4. Value employment and contributors to science and technology at all levels
5. Consider choosing, or encouraging others to choose, continued study or work in STEM.

In line with STFC's *Wonder* initiative, this programme will seek to understand and share:

1. The outcomes and impacts for participants, the staff and Science Centres
2. The efficacy of the engagement processes employed
3. The longevity and effectiveness of partnerships formed with Science Centres

Explore Your Universe Phase 4 evaluation strategy:

The full evaluation strategy and logic model for EYU Phase 4, under development and as advised by experts within and external to our sector, will be shared and discussed with the 8 selected Science Centres or Museums ahead of the training academy.

Please Note: We aim to avoid invasive, lengthy and excessive data collection through standard evaluation forms and diversity checklists for participants within this programme. We believe this to be inappropriate when we consider the needs and vulnerabilities of the groups and the importance of the relationships between Science Centres and the families we hope to work with. A variety of flexible methods, including written and pictorial forms, observations and interviews will be utilised within the programme to seek to understand the impact we have. These will need to be partly co-developed between the Science Centres and Community Partners to ensure they are suitable. However, a suite of tools and approaches, alongside full training will be provided at the training academy for the aspects of the data collection that Science Centre staff will need to collect to evaluate the impact of this programme.

Reporting

Metric and demographic data of your participants will be collected at the interim (October 2019) and final (October 2020) reporting periods. Science Centres will be required to report data on:

- What activities and approaches were utilised and who was involved in the development and delivery of the activities?
- The number of people taking part at sessions
- The number and ages of children (aged 8 – 14) taking part in sessions
- The number and length of your multiple interactions
- An indication of the retention of participants: What percentage came to all your sessions?
- Data related to the gender of participants.
- Data related to the IMD of the community group(s). **Please Note:** This may not always be appropriate or possible. Where an event takes place may not reflect the challenges that the participants face. This will all be taking into consideration.

ASDC Development Fee

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 successful centres to contribute 6% of the amount of the grant and equipment, to support ASDC's role in development and fundraising for these programmes, and to enable ASDC to continue with our core mission to bring together the ASDC membership to play a strategic role in the nation's engagement with science.

This development fee is intended to take the place of each centre using their own fundraising staff to identify opportunities, approach funders and develop proposals. The Development fee for this programme is £360. This percentage is only levied on the grants (and new equipment), rather than the full cost of the programme to create, consult, train and provide all the resources.

Please note: This development fee cannot be part of your grant for this programme. Your grant for this programme is restricted for the delivery of project. As such this £360 must come from another budget. Further information is on the ASDC website under 'About us'.

ASDC will invoice you for the Development fee following your selection.

Delivery schedule

Delivery of the programme will formally start in Summer 2019 although we anticipate that some centres will begin delivery as early as Easter with the development of community partnerships.

The training academy

The training academy for all 8 participating centres will be held on in April/May 2019 (date, time and venue to be confirmed). Accommodation, travel, and catering costs are covered for two individuals (including a senior member of Science Centre staff). Depending on your partnership development, Science Centres may send two Science Centre staff from different levels within the organisation (for example, a facilitator and a manager). Alternatively, and ideally, Science Centres will be encouraged to bring a member of your Community Partner group to this event in order to utilise this opportunity to develop workshops and the partnership together.

Please Note: Due to the expense of travel and delay in reimbursing costs, Science Centres will be responsible for organising and paying for the travel and accommodation of a community partner to the training academy. These costs will then be reimbursed from ASDC to the Science Centre. Budget to cover additional expenses for your community partner (such as childcare or funding for care at home) may also be covered following discussion with the ASDC project manager. Funding for the Community Partner's time is outside of the budget for this event and must be covered from grant funding.

At the training academy, in-depth workshops will be led by a range of experts who have successfully co-created and run programmes, have worked with a wide range of communities or have undertaken academic work in this area. All participants will explore the opportunities for multiple interventions and share their own experience, challenges, programme adaptations and successes.

The participatory review meeting

Upon completion of the partnership development phase and Phase A of delivery (where centres have had time to build relationships with new audiences and pilot their engagement approaches), Science Centres will submit an interim report which includes written input directly from their Community Partner. All 8 Science Centres will then come together to discuss and review methodologies and learning. This Participatory Review Meeting will occur mid-way through the delivery period and will provide a 'safe space' to reflect upon challenges and successes, to build a support network and take an opportunity to share experiences. Centres will have the opportunity again to adapt their approach.

Useful learning, to be shared widely from the initial charette, training academy, participatory review meeting and final celebratory meeting will be captured and, as part of the evaluation of the programme, will create an 'Inclusion Handbook' which will, alongside with community relationships and learning, be a key legacy of this programme.

Summary of key dates

This is a 2.5-year long programme with a 1.5-year delivery phase, inclusive of relationship building with community partners.

Month	
28 th January 2019	Invitation to participate sent out to Science Centres
12 th February 2019	Bidder's Conference Call
25 th February 2019	Deadline for Applications
27 th February – 8 th March 2019	Mentor discussion with advisors
12 th March 2019	Selection Panel Meets. 8 Partner Science Centres selected
Late April/early May 2019	Two-day National Training Academy / Learning Academy
May 2019	Grant Payment 1 (£3000.00)
May – October 2019	Centres to develop relationships with partners and deliver pilot programmes (Delivery Phase a)
31 st October 2019	Centres submit interim reports and evaluation data to ASDC
November / December 2019	Participatory review meeting (What do new groups want? What is challenging? What did centres need to adapt or change along the way? Etc. Two members of staff to attend from each participating Science Centre)
January - October 2020	Centres delivering (Delivery Phase b)
October half term 2020	Science Centre Delivery ends
31 st October 2020	Centres to submit their final reports and evaluation data to ASDC
November 2020	Final National community celebratory meeting
November 2020	Grant Payment 2 (£3000.00)

STFC's Wonder initiative

EYU Phase 4 is being funded by STFC as part of their *Wonder* initiative that focuses on audience-driven public engagement, supporting community-based organisations and reaching out to under-served communities in the most socioeconomically-deprived areas of the UK.

The *Wonder* programme will seek to understand not simply the outcomes and impacts on the target audience(s), but also the efficacy of the engagement processes employed, and the longevity and effectiveness of partnerships formed.

How to apply



To apply, please fill in the application form attached (also available on the ASDC website). Re-save your application form in the following format:

'Explore Your Universe Phase 4 application – name of your centre'.

Please email your application to:

- Applications should be sent to Shaaron Leverment, Programme Director. s.leverment@sciencecentres.org.uk and Cc to admin@sciencecentres.org.uk
- Please ensure you get an email response within 24 hours. Call us if you do not.
- Please title the email in the same format: **'Explore Your Universe Phase 4 application – name of your centre'**

If you are unsure whether to apply, or would like to ask any questions please feel free to phone:

Shaaron Leverment: 0117 925 9752

The deadline for applications is Monday 25th February at 11pm

