**Our World From Space  
A National Science Engagement Programme**

**Application Form**

|  |  |
| --- | --- |
| Your name: |  |
| Your organisation: |  |
| Your email address: |  |
| Your organisation’s CEO: |  |

## Please give a description of each of the planned engagements you are going to deliver for this programme. For each engagement, please clearly and succinctly indicate the following:

* **An overview** of the engagements you will run (including the key content areas of Our World From Space science covered and the key audiences)
* **How** you intend to reach your identified target audiences
* **When** you plan to deliver each activity or event
* **The intended impact** and difference you want you programme to achieve e.g. increasing confidence, encouraging participation, increasing aspirations in space science, strengthening relationships with spaceports/communities etc.

**(400-600 words. Please use titles, sections, bullet points and format as you wish, for clarity)**

## Please summarise your programme as an overview for the reviewers and to display on ASDC website

**(Max 100-200 words)**

|  |
| --- |
|  |

## Please explain how you will maintain high scientific rigour in terms of internal and external expertise and partnerships, beyond that which is provided by ASDC

|  |
| --- |
| *You might want to include an outline of the expertise within your delivery team and any existing partnerships with relevant science experts and institutions* |

## Please explain how you will mitigate against the impact on delivery if opening restrictions or unforeseen closures occur:

|  |
| --- |
|  |

## Is there someone on your delivery team that is already familiar with Destination Space and/or Operation Earth project content?

|  |  |
| --- | --- |
| **Project** |  |
| Destination Space | Yes/No |
| Operation Earth | Yes/No |
| Both | Yes/No |

## 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, teachers and communities participating. Please indicate when you will run which types of activity and with whom.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type of event or activity** | **With Whom?**  **Eg families, community groups** | **Number of interactions or sessions** | **Number of participants per event or session** | **Total number of individual participations** | **Average Length of interaction per session**  **Eg 10 mins,**  **1 hour** |
|  |  |  |  |  |  |
| Eg School group | Age 5-6 | 1 | 100 | 100 | 15 mins |
| Community group (same children each time) working weekly | families | 6 | 10 | 60 | 1.5 hours |
| Planetarium Show | families | 1 | 100 | 100 | 25 mins |
|  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |

## Your commitment to project evaluation

**Please Indicate below that you have read the Evaluation outline in the Invitation to Participate and that you are willing to work with the external evaluator to provide the data required for this programme. If ‘No’ please give your reasons**

|  |  |
| --- | --- |
| I agree to work with the external evaluator throughout the programme and submit the data and report at the dates required | Yes/No |

## Your indicative budget for the £8,000 grant (inclusive of VAT) **\***

|  |  |
| --- | --- |
| **Expenditure (add details and budget lines and adapt table to suit your project)** | **Total Cost** |
| Total staff costs (project management, development, delivery evaluation) |  |
| Travel and subsistence costs (e.g. for outreach events) |  |
| Other direct costs (e.g. Consumables for event or outreach costs) |  |
| Cost of photographer for specific events/workshops |  |
| Other (please specify) |  |
|  |  |
| Data input of the evaluation results (£75/day) |  |
| **TOTAL (including VAT)** |  |

* Please note that this budget is indicative, to give an overview and you are free to change or delete the budget lines here.

## In-kind contribution by your organisation

|  |  |  |
| --- | --- | --- |
| **Expenditure (add details and adapt table to suit you)** | **Details** | **Total Cost** |
| In kind contribution of your staff  (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, secure funding and agree contracts. Once secured, a large part of the funding is given directly to the selected science centres in the form of equipment or grants. The remainder is given in the form of developing sets of resources with science centres and other experts, handbooks, branding, websites and other external evaluation assets.

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 to enable ASDC to continue running National Programmes.

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. 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 must come from another budget.

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

**For this project the Development fee would be:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Grant** | **Equipment** | **Total** |
| **Amount from ASDC to each Science Centre** | **£8,000** | **£1,500** | **£570** |

Please can you indicate below whether you intend to pay this Development Fee for this grant, alongside the other commitments for the project:

## Please confirm your organisation commits to:

|  |  |
| --- | --- |
| Collecting the required evaluation data from participants in the specified manner and reporting on this | Yes/No |
| Submitting a final project report | Yes/No |
| Taking photos of delivery at key workshops and events to share with ASDC | Yes/No |
| Sending at least 2 members of staff to attend the in-person training academy | Yes/No |
| Attending online drop-in calls (when available) to share plans, content, and ongoing inspiring practice with others including the community of practice quarterly meetings | Yes/No |
| Commitment to submitting quarterly updates on metrics for the UKSA | Yes/No |
| Paying the development fee | Yes/No |

**If you have answered No to any of the above, please contact the project manager and explain why otherwise you r application may not be put forward to the review panel.**

**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 UK Space Agency and NERC.
* If successful you agree UK Space Agency, NERC 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, and UK Space Agency and NERC may do the same.
* 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.

## How to apply

To apply, please fill in the application form making sure to cover the bullet points where suggested and adhere to the word count when one is specified.

Please Re-save your application form in the following format: ‘Our World Form Space application – name of your centre’.

**Please email your application to:**

Please send your application to [admin@sciencecentres.org.uk](mailto:admin@sciencecentres.org.uk) and ensure you get an email response saying your application has been received.

If you are unsure whether to apply or would like to ask questions please join the **bidder’s Q&A call on 19th April 2pm**. After this time (or if needed before), email Cait Campbell the project manager [cait.campbell@sciencecentres.org.uk](mailto:cait.campbell@sciencecentres.org.uk)

**Deadline for Applications: 5pm Friday 28th April 2023**