Project **Inspire:**

**Digital** Engagement and Innovation Programme

# Application Form

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Name:

Organisation:

Telephone number:

Email address:

Organisation’s CEO:

Organisation’s website:

## 1. Your organisation

Please briefly describe your organisation, including approximate visitor numbers in an average pre-Covid year, an overview of your current work with underserved communities, and any specialism in digital engagement. **Max 200 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 STEM engagement and family activities and has dedicated public engagement staff | Yes/No |
| Your CEO or senior manager supports this application | Yes/No |
| You have checked your organisation is eligible to apply | Yes/No |

## 2. Please summarise your programme for the reviewers

**(1-2 short paragraphs, max 100 words)**

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## 3. The detail of your project:

Please bring alive to us how your programme addresses the vision, goals and key audiences of this programme, and how your organisation will co-create your programme with your community partner(s).
Please include your rationale for choosing your community partner(s), the need or opportunity, and what outcomes and longer-term impact they and you hope to achieve together. Please also include any areas you will experiment with. Further areas to cover are given in the Invitation to Participate.
**(Max 500 words. You are free to use titles, sections, bullet points and format as you wish)**

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## 4. Please list your community partners for this programme

For example: you might co-create with youth groups, community groups, tech developers, university researchers, special interest groups or others.
Please use a bullet point list and clearly show which partnerships are already in place, and which groups you hope to develop relationships with during the project.

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## 5. Please outline your organisation’s passion and commitment to developing new participatory ways to collaborate with under-served and under-represented communities and audiences.

a) Please tell us what you have done in the past and your ambitions for the future in your community engagement programmes as well as describing how this project fits with your strategy.

b) Please include how you will design this programme to ensure people want to participate, how you will build trust with audiences and communities, and what local relationships your centre has or wants to develop that will make your project a success. **Max 300 words**

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## 6. Legacy

Please tell us how the innovation in this project will develop digital engagement and participatory practice to engage new audiences for your organisation and community in the future.
**Max 200 words**

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## 7. Please tell us how you are mitigating for the impacts of Covid-19 in the design of your project. You may also add here anything else you wish to tell us.

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## 8. Depth and Breadth: Numbers of participants

The number of people you engage is not the focus of the project, rather it is to develop new participatory and innovative digital ways to collaborate with underserved and under-represented communities and audiences.
However, it helps us to understand the type and scale of what you plan by sharing the breadth and depth of your activities, and how many people you will engage across the project. Please share the details of the types of people your project will engage (eg families, adults etc) in what ways and overall how many people will participate across the project. Include numbers involved in the co-development.

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| Overall number of participants you expect to engage digitally through your programme  |  |
| Apart from those above, how many people do you expect to engage through social media, and online and please give your rationale behind you figures  |  |
| Total  |  |

## 9. Evaluation

This programme aims to innovate to develop new and creative digital ways to engage and involve under-served and under-represented communities and audiences with STEM. We understand specifying all the details before you begin development is challenging. However, please tell us what you think success will look like for this programme, how you will know if you have achieved it, and how you might measure this. **300 words**

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## 10. Your indicative budget (inclusive of VAT)

**Please note, these budget lines are for you to adjust. These are a guide, please adjust to fit your programme. The funders would also like to see what is your internal expertise (staff costs) and what is external costs.**

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| --- | --- |
| **Expenditure** | **Total cost** |
| Staff costs. Please detail the types of staff by adding lines to help reviewers understand your programme costs betterFor example, Staff in Community team, Digital team, Project manager |  |
| External Digital expertise (for example, digital developers, tech support, digital artists, consultation fees). |  |
| External community expertise (for example, funding for your community partner’s time or costs, or consultancy) |  |
| Purchases, Hardware, Software, Consumables |  |
|  |  |
| Other costs, please specify |  |
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| **TOTAL (including VAT)** |  |

* Please note that this budget is indicative, to give an overview
* The maximum is £15,000
* You are free to change or delete the budget lines here

## Please confirm your organisation commits to

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| --- | --- |
| Two members of your staff will participate in the Digital Engagement Workshops which form part of the training programme | Yes/No |
| Submitting online your evaluation information in advance of the deadlines  | Yes/No |
| Submitting an interim report and final report  | Yes/No |
| Joining collaborative calls periodically to share plans, best practice and innovations  | Yes/No |
| Getting involved in social media and putting details of the project on your website | Yes/No |

**Name of applicant:**

**Signature of applicant:**Please use a digital signature

**Date:**

**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 Funders (Wellcome and UKRI) and the members of the selection panel, and to hold your details and application on our files.
* If successful you agree Wellcome, UKRI 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 Wellcome and UKRI may do the same.
* That you will promote the project on your website and via social media at the appropriate time.
* You are happy to comply with all branding and logo requirements set out for the project.

## How to apply

To apply, please fill in this Project Inspire Application Form.

* Please send this as a word document.
* Please save your application form in the following format: ‘Project Inspire Digital Application from [name of your centre].
* **Please email your application to Abi Ashton,** abi.ashton@sciencecentres.org.uk
* **Any questions, please call Abi on 07538 427 050 or Cait on 07415 409 258 (Cait is the best point of contact on Friday 29th January or Monday 1st February).**
* Please CC your application to admin@sciencecentres.org.uk and ensure you get an email response saying your application has been received (re-send or call us if you do not).
* For the avoidance of doubt, and given the current situation, in the case of any issues, please phone us well in advance of the deadline if you need a day or two extension into the following week.
* Please join the Bidders' Conference Call at **2pm on Thursday 14th January 2021** and the Ideation Session at **2pm on the** **21st January 2021.**
* If you are unsure whether to apply or would like to ask a question please join the Bidders Conference Call. After this time, please call Abi on the number above.

**Deadline for Applications: Friday 29th January 2020**

**Word count**

We know you are all busy, and we aim to keep the applications short. However, if you are just a few words over the word count, that is fine.