

# IOP Institute of Physics

## Public Engagement Grant Scheme 2009, Round 1.

### Further information and guidelines for making an application

#### 1. Introduction

The Institute of Physics actively encourages its members and others to communicate exciting aspects and applications of physics to a wide audience. The Institute's public engagement grant scheme is designed to give financial support of up to £1000 to individuals and organisations running physics-based events and activities during 2009. Practical support in terms of help, advice and selected resources is also available from the physics in society team, contact [physics.society@iop.org](mailto:physics.society@iop.org).

The 2009 grant scheme has two rounds and Round 1 has a closing date of 7 November 2008. All projects funded through the 2009 grant scheme must be completed by 31 December 2009.

#### 2. Objectives

The Institute's grant scheme aims to encourage and support the development of projects that:

- Raise public awareness of, and engagement with, contemporary physics.
- Inspire and enthuse young people, especially those not previously interested in physics.
- Reach audiences beyond the classroom and workplace.
- Develop the communication skills of individuals.

#### 3. Eligibility

The grant scheme provides funding for individuals and organisations to organise public engagement with physics activities. This includes, but is not limited to, members of the Institute of Physics, researchers in academia or industry, schools, museums, community groups, not-for-profit organisations, arts groups and libraries.

#### 4. Criteria for the grant scheme

Applications will be judged against the following criteria and should demonstrate:

- That the project is physics-based and explores underlying concepts and issues, rather than just providing information.
- Awareness of public interest and concerns including the relevance of the project to the target audience(s).
- Targeting of specific public audiences beyond the classroom and workplace. Projects that target traditionally hard-to-reach groups such as ethnic minorities and geographically isolated communities are encouraged.
- Clear objectives for the project and the potential to make an impact on the target audience.
- Evidence of adequate and appropriate means of publicity to reach the target audience(s).
- Evidence of realistic evaluation commensurate to the project.
- That the activity is dependent on Institute funding or that it adds a significant element.
- Evidence that the applicant has a plan to meet any shortfall in funding not covered by the Institute's award or by other institutions they might have applied to.
- A realistic assessment of practical issues such as copyright, insurance and health and safety issues.

**Grants will not be awarded to:**

- Projects that will take place outside of the UK and Ireland.
- Projects aimed at solely delivering the curriculum to school pupils.
- Cover the cost of refreshments provided for an event.
- Cover staff costs for project staff who receive a full-time salary from their organisation. However, applications to cover the cost of time spent developing new activities by third parties (eg freelance communicators or similar) may be considered where it is clear that the activity will be widely accessible and have a lasting impact. In such cases it is unlikely that the cost of delivering the activity (eg venue hire) will also be met.
- Cover the cost of honoraria for speakers or student helpers where this makes up the majority of the project costs.
- Cover the cost of general purpose hardware such as digital cameras, video recording equipment or computers etc, unless it is shown to be integral to the project and does not make up the majority of the project costs.
- Cover the cost of a single piece of apparatus or equipment, such as a telescope, where this makes up the majority of the project costs.

**Applications for projects delivered in schools** are welcomed but projects should involve parents, families and the wider community as well as pupils. Projects that are aimed solely at students in school and/or at delivering the school curriculum will not be funded. Schools might also be interested in the IOP/STFC School Grants scheme which funds projects up to £500. Further details are available from:

[www.iop.org/activity/education/Teacher\\_Support/Grants/page\\_4712.html](http://www.iop.org/activity/education/Teacher_Support/Grants/page_4712.html).

**Applications from science centres and museums** in partnership with external physicists are encouraged but applications from organisations on their own will be considered a low priority unless they involve significant outreach work with the local community.

**International Year of Astronomy** – applications for projects that support International Year of Astronomy are particularly encouraged. For more information on International Year of Astronomy please visit [www.astronomy2009.co.uk/](http://www.astronomy2009.co.uk/).

**Previous recipients** of Institute of Physics grants are welcome to apply for funding, but the Institute will look for development of the idea or activity in the new application. The completed final reports from previous events may be used by the panel during the assessment process.

**Applications must be for projects that will take place in the UK and Ireland. Grants must be used by the end of 2009. The maximum award is £1000.**

## 5. Application process

Application forms can be downloaded as a word document or a pdf from:  
[www.iop.org/activity/outreach/Resources/Putting\\_on\\_your\\_own\\_event/Funding/page\\_5878.html](http://www.iop.org/activity/outreach/Resources/Putting_on_your_own_event/Funding/page_5878.html).

Completed forms can be submitted either electronically or as hard copy. Applications will not be acknowledged unless a receipt is specifically requested and an SAE is enclosed with postal applications.

Applicants wishing to discuss their ideas before applying can contact Liz Jeavans, outreach officer, for informal advice. Tel 020 7470 4845, email [elizabeth.jeavans@iop.org](mailto:elizabeth.jeavans@iop.org). Summaries of previously funded projects can be found at [www.iop.org/activity/outreach/Resources/Putting\\_on\\_your\\_own\\_event/Funding/page\\_7041.html](http://www.iop.org/activity/outreach/Resources/Putting_on_your_own_event/Funding/page_7041.html)

Incomplete forms will NOT be considered. Please do not attach any supplementary material with your application apart from extra sheets for continuation purposes where indicated on the form as appropriate.

Please do not staple or bind applications and please note that the forms will be photocopied in black and white.

Applications can be submitted as hard copy or electronically:  
Hard copies should be marked 'Public Engagement Grant Scheme' and sent to Physics in Society Team, Institute of Physics, 76 Portland Place, London, W1B 1NT.

Electronic copies should be emailed to [physics.society@iop.org](mailto:physics.society@iop.org) with the subject line 'Application for grant scheme'. (An electronic signature should be included on the form.)

**All applications for Round 1 must be received by 12 noon on 7 November 2008.**

Applications will be assessed in November 2008 by a panel of professional science communicators and physicists. Applicants will be notified of the outcome of their application by the end of December 2008.

## **6. Successful applicants**

All grant payments will be made by bank transfer by the end of January 2009. Cheques cannot be issued.

### **Reporting**

Successful applicants will be required to submit a final report as project evaluation and feedback can be of enormous benefit both to the organisers and to those who provide support. The final report must include a summary evaluation report. Sections of the application form and final report may be made public on our website.

### **Recognition of the Institute of Physics funding**

Recipients of grants are required to acknowledge the Institute of Physics on all of their promotional materials. The Institute logo will be sent to all successful applicants. Copies of promotional material and any press cuttings of your project should be included with your final report.