

Places of science scheme notes

Deadline: 16 February 2022, 5pm

This document contains important information about the Places of science grant scheme. Please read it carefully before submitting your application.

This guidance includes:

- 1. What is this funding scheme?**
- 2. Who is eligible?**
- 3. How applications are judged**
- 4. Completing your application**
- 5. Information on next steps**
- 6. Application form and guidance notes**

We encourage all applicants to get in touch to discuss their ideas before submitting an application and members of the Public Engagement team are available for phone or video consultations at any point during the application process. If you have applied for the scheme previously and been unsuccessful, please do get in touch with us before you submit a new application.

If you have any queries about the scheme or would like to discuss your application, please get in touch: publicengagement@royalsociety.org / 0207 451 2272.

1. What is the funding scheme?

The scheme provides grants of up to £3,500 to small museums, funding projects that tell the stories of science and scientists relevant to communities across the UK.

We want to fund projects that:

- highlight the topics, stories and people that are relevant to your local community
- present science in new and interesting ways
- encourage participation and involvement of the local community
- provoke curiosity, interest and enthusiasm among those that take part

We are particularly interested in projects that

- explore the experiences of historically underrepresented people
- are led by organisations that don't normally feature scientific content
- involve partners that can enhance the project's outcomes, impact or quality
- reach audiences who do not normally engage with science
- enable possibilities for digital engagement, either as a main feature or as part of a contingency plan

Projects must begin on or before 31 August 2022 and all funded activity, not including evaluation and reporting, must be completed by 31 August 2024.

We will endeavour to inform applicants of the funding decision on or before the end of April 2022.

2. Who is eligible?

- Institutions must have accredited or provisionally accredited museum status
- Institutions must have fewer than 65,000 visitors, or turnover of less than £200,000, per year
- Institutions must be in the United Kingdom
- Institutions must have dedicated premises where activities can be held
- Activities must be for a public, non-specialist audience
- The project must commence before the end of August 2022

3. How applications are judged

Applications are judged by the Places of science allocation panel, which is made up of museum and heritage professionals, historians and scientists.

Applications will be judged on their relevance and suitability, impact and significance, and planning and evaluation.

Relevance and suitability (40%)

The extent to which the project meets the scheme's criteria.

Impact and significance (40%)

The effect of the project on the community, the museum and any partners and volunteers.

Planning and evaluation (20%)

The coherence and feasibility of the proposed timeline, budget and evaluation plan.

The panel will aim, where possible, to select a demographically, geographically and scientifically diverse range of projects.

4. Completing your application

Before beginning your application, we encourage you to read through the [Preparing your application page on the Royal Society website](#) which contains useful guidance and tips.

All applications must be submitted via the Flexi-Grant system. Below you can see the questions that will be asked and guidance on how to approach them.

Using Flexi-Grant®

Applications can only be submitted online using the Royal Society's Grants and Awards management system (Flexi-Grant®) via grants.royalsociety.org. Support, FAQs and troubleshooting can be found via royalsocietyapplicantsupport.fluenttechnology.com/support/home. If you have not previously used Flexi-Grant®, please follow the registration process from the Flexi-Grant®, homepage. **Paper-based applications will not be accepted.**

Before completing the online form, all applicants should check that they comply with the eligibility requirements and ensure all necessary information is presented in the application. These requirements are strictly adhered to and applications without all the necessary information will be rejected.

Use of Application Data

If successful, the Royal Society will contact you regarding the administration of your award throughout the course of your funding and after its completion. You may also be contacted by the Royal Society for reporting and evaluation purposes throughout the course of your funding and after its completion.

5. Information on next steps

Following the close of entries, applications are sent to the Places of science Allocation Panel, who solely make grant decisions. Please note that funding decisions will be made in April and the earliest you are likely to receive a grant is July 2022.

If your application is successful, you will be sent a grant letter and will be required to accept your award via Flexi-Grant®. You will also need to complete a new supplier form in order that we can make your grant payment.

If you have queries in the meantime please contact the Public Engagement Team at public.engagement@royalsociety.org or on 0207 451 2272.

6. Application questions and guidance notes

The application form divided into the below sections, all of which need to be complete in full before you will be able to submit your proposal.

Section 1: Eligibility

By ticking this box you confirm that your museum meets the eligibility criteria for this scheme.

Please confirm you have read, and that your museum meets, the eligibility criteria outlined above and on the [Royal Society website](#).

Section 2: Contact details

1. Primary applicant contact details
2. Organisation details

Review and complete your personal details and details about your museum here accurately. Errors in this section can cause difficulties in processing your application.

Section 3: Project overview

1. Project title

Maximum 15 words

This should be clear, simple and eye-catching as well as accurately reflect your project and topic. This title can be a working title, as you will have the opportunity to modify the exact title of your project if you are successful in your proposal.

2. Who is your target audience?

Maximum 100 words

Please provide as much detail for this question as you can. High quality applications will have clearly articulated audiences that are relevant to the project aims.

Consider how your audience might be defined. For example, by an age group, profession or shared interest.

3. Describe your project and what you plan to do

Maximum 500 words

Please consider addressing the following questions here:

- *What do you plan to do?*
- *How does this relate to your museum and/or your collections?*
- *What is the project's link to science?*
- *What is the relevance to your local community?*

We encourage creativity and welcome projects that illuminate the relevance between science, culture, and the local area through art, historic collections, scientific equipment, and scientists themselves.

4. Name any partners and the role they will be playing

Maximum 150 words

Please provide details of any partners and their role here.

Section 4: Evaluation and legacy

1. What are the aims and outcomes of your project?

Maximum 350 words

Here we want to know why you are doing the project. What will be different when you've finished? What are the drivers or needs for the project, from your own perspective and that of the public?

Try to be as specific as possible and distinguish between your aims (what you hope to change as a result) and objectives (the things you will do to realise those changes).

Your aims should be specific, measurable, achievable, and relevant, and be a result of your project.

You could answer this question as a series of bullet points.

2. How do you plan to measure these outcomes?

Maximum 350 words

You will be asked to complete a short report on the outcomes of your project, so you should think about evaluation from the outset.

Think about the aims and objectives you have set and how you will effectively measure them. How will you collect evidence from the public and your team?

3. How will you maximise the legacy of this funding?

Maximum 350 words

Please use this section to think about any lasting or future consequences of acquiring this funding and what benefits that might bring to your organisation.

Section 5: Budget and planning

1. How much money are you requesting? (to the nearest £1)

You can apply for any amount between £500 and £3,500. This amount is exclusive of VAT. If your institution has to pay VAT, please include this information in the cost breakdown.

2. What will you spend the money on?

Please itemise individual costs as accurately as you can. Where feasible, any items that cost more than £200 should be accompanied by evidence of market research (such as a link to a website selling the item) or a quote.

Estimates are acceptable for smaller items but, if successful, you will be expected to return any significant amounts remaining to the Royal Society at the end of the project.

You may budget for costs associated with acquiring additional expertise or support to deliver your project, including consultants, artists, designers and those helping to deliver public-facing activities. You should follow your institution's guidelines when costing for these aspects. You cannot claim for the time of museum employees.

3. Upload quotes and market research here

4. Provide details of any additional funding sources

Maximum 100 words

If you are requesting a grant to part-fund a project, please include details of additional funding sources here. To remain eligible any potential Places of science grant should contribute significantly to the success of your project and meet our scheme's criteria.

5. Please provide a timeline for your project

Please include all key dates and milestones. We cannot fund projects that have already started and the project must commence before the end of August 2022. Projects should be complete by August 2024. Funding decisions will be made in late April 2022 and the earliest you are likely to receive funding is June 2022.

Section 6: Marketing information

1. How did you find out about the Places of science grant scheme? (multiple choice)