This document contains important information about the Public Engagement Fund. Please read it carefully before submitting your application.

This guidance includes:
- What this funding scheme is for
- Who this funding scheme is for
- A guide to completing your application
- How applications are judged
- Information on next steps

If you have any queries about the scheme or would like to discuss your application please contact publicengagement@royalsociety.org. We would also encourage you to use your institution’s public engagement support when drafting your application.

What can the funding be used for?
The scheme is designed to support Society-funded scientists to undertake public engagement projects based on their research, and to increase the knowledge, skills and confidence of researchers undertaking public engagement projects.

Funding is available for any public engagement activity designed for a non-scientific, public audience that meets the application criteria.

Projects should have clear aims, target specific audiences and provide opportunity for open dialogue and two-way communication between scientific researchers and the project’s target audience.

All funded projects should:
- Be based on Royal Society-funded research
- Involve scientists interacting with a public group outside your institution
- Target specific audiences based on the aims and rationale of the project
- Encourage open discussion between scientific researchers and your project’s target audience
- Aim to produce benefits for the public, the researcher and any partners or collaborators

We are particularly interested in projects that:
- Reach people that are currently underrepresented in the Society’s public engagement work, including:
  o Those without a science degree
  o Those from geographically remote locations
  o Those from low income backgrounds
- Encourage collaboration between science and the arts

The minimum award is £500 and the maximum available per year is £5,000, making the maximum award £10,000. The total amount of funding available for this round is £60,000.
Projects must begin on or before 30 June 2020 and all funded activity, not including evaluation and reporting, must be completed by 31 March 2022.

We will endeavour to inform applicants of the funding decision on or before Wednesday 18 December 2019.

Who this funding scheme is for?
The applicant must be a current Royal Society University Research Fellow or Dorothy Hodgkin Fellow who completed the first year of their fellowship on or before 31 October 2019.

Completing your application
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.

If you have queries or would like any advice on your application please contact Emma Watson at publicengagement@royalsociety.org or on 0207 451 2513.

Project overview
Provide a brief description of your project and its relationship with your research
Please describe the project you plan to use the grant for, including how it will develop alongside the research your fellowship is funding.
This section should concentrate on what you plan to actually do and deliver, as opposed to what you want to achieve, as this can be covered in the next question.
This description may be used or adapted for use on our website, so please make sure it can be understood by non-scientists.

What are the aims of your project?
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).
You could answer this questions as a series of bullet points.

Who are the public group you are seeking to reach or involve?
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.
Staff, students and alumni groups from your institution do not count as public for this scheme.
Please include details of how your project will encourage open discussion.

How do you plan to reach this public group?
Consider why the group you’ve identified will be interested in what you’re doing, and how you will make them aware of your project.
If you have worked with similar groups before, or have relevant contacts, please mention them here.
Personnel
Please provide details of the project team and their experience
In this section, please tell us who will help deliver the project, what experience they bring and how they will be involved. This will help the panel decide if you are the right team to deliver the project. Please don’t list publications or research achievements unless they are relevant to your public engagement project.
The scheme is designed to support you to deliver projects, so you can budget to improve the skills of you and your team, if required.

Planning and evaluation
Project start and end dates
Your project must have a start date of no later than 30 June 2020 and an end date of on or before 31 March 2022. In the timeline, please list all project activity, including planning and evaluation.
Please provide a brief timeline for your project
List all project activity, including planning and evaluation.

How will you assess whether you have achieved the aims of your project and reached your intended audience?
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?
Guidance on evaluating your public engagement activity should be sought from your university’s public engagement team. Guidance is also available here: publicengagement.ac.uk/plan-it/evaluating-public-engagement.

Project costs
What is the total amount you are requesting?
The minimum amount you can request for this scheme is £500 and the maximum amount is £10,000.

Define the proposed budget for your project in the table below
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 will be able to upload any supporting evidence on the Flexi-Grant system.

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 university employees, including post-docs, research assistants and faculty members.
How applications are judged
The assessment panel will judge the applications using the following criteria:

- **Relevance and suitability (40%)**
  The extent to which the project meets the scheme’s criteria.

- **Impact and significance (40%)**
  The potential effect of the project on the researcher, audience and any partners involved.

- **Planning and evaluation (20%)**
  The coherence and feasibility of the proposed timeline, budget and evaluation plan.

The assessment panel consists of two members of the Public Engagement Committee, the Public Engagement Manager, Assistant Public Engagement Manager, and the Schools Engagement Manager. Funding decisions are approved by the chair of the Public Engagement Committee.

Information on next steps
We will endeavour to inform applicants of the funding decision on or before Wednesday 18 December 2019.

If you are successful you and your organisation will need to accept the offer via the Flexi-Grant system.

Part of the requirement of the grant will be to complete a short, end of project report, a template for which will be sent to you.

If you have queries in the meantime please contact Emma Watson at publicengagement@royalsociety.org or on 0207 451 2513.