

The Institute of Physics in Scotland Grant Scheme

Information and guidelines for making an application

1. Introduction

The Institute of Physics in Scotland actively encourages its members and others to communicate exciting aspects and applications of physics to a wide audience. The Institute in Scotland's grant scheme is designed to give financial support of up to £2,500 (under exceptional circumstances and with the appropriate justification additional financial support may be considered) to individuals and organisations running physics-based events and activities.

Practical support in terms of help, advice and selected resources is also available from the Physics in Society team, contact physics.society@iop.org or the Institute of Physics in Scotland Committee who can be contacted via the national officer on alison.mclure@iop.org.

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;
- Develop relevant communication skills of individuals;
- Reach audiences beyond the classroom and workplace.

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 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. 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;
- Events should normally be free to the audience;
- Value for money.

Grants will not be awarded to:

- Projects that will take place outside of Scotland.
- Meet staff salaries. 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. Applications to cover the cost of honoraria for speakers or student helpers will also be considered where these costs do not make up the majority of the project costs.
- To 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.

Applications from schools are welcomed but projects should involve parents, families and the wider community as well as pupils. Projects that are aimed solely at school children and/or at delivering the school curriculum will not be funded. Schools might be interested in the IOP/STFC School Grants scheme which funds projects up to £500. Further details are available from: http://www.iop.org/about/grants/school/page_38824.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.

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 feedback forms from previous events may be used by the panel during the assessment process.

Applicants are encouraged to join the STEM Ambassadors programme: <http://www.stemscotland.com/>. As well as being an excellent scheme, it will provide access to the Protecting Vulnerable Groups (PVG) Scheme: http://www.disclosurescotland.co.uk/pvg/pvg_index.html.

Applications must be for projects that will take place in Scotland. Grants must be used by within 6 months of the date of award. The maximum award is £2,500. However under exceptional circumstances and with the appropriate justification additional financial support may be considered.

5. Application process

Application forms can be downloaded as a word document or a pdf from: http://www.iopscotland.org/activity/Engaging%20the%20Public/page_25699.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 Alison McLure, for informal advice, email alison.mclure@iop.org.

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.

Electronic copies, which are preferred, can be emailed to alison.mclure@iop.org with the subject line 'Application for grant scheme'.

Hard copies should be marked 'Public Engagement Grant Scheme' and sent to Alison McLure, Institute of Physics in Scotland, 20-22 George Street, Edinburgh, EH2 2PQ.

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

All applications can be received at any time.

Applications will be assessed by a sub-committee of the Institute of Physics in Scotland Committee. Applicants will be notified of the outcome within 8 weeks of the date of application.

6. Successful applicants

All grant payments will be made by cheque.

Reporting

A final report of the activities is expected from all those who receive grants as project evaluation and feedback can be of enormous benefit both to the organisers and to those who provide support. The final report should include a summary of the activities and numbers of those attending. Any images of the activities would also be appreciated. Sections of the application form and final report may be made public on our website.

Recognition of the Institute of Physics in Scotland funding

Recipients of grants are required to acknowledge the Institute of Physics in Scotland sponsorship 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.