

## 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.

This is part of the IOP's five-year strategy which aims to widen participation in and enjoyment of physics, and to raise appreciation of the important role that physics plays in our culture and society.

Practical support in terms of help, advice and selected resources is also available from the Public Engagement team, contact [engagement@iop.org](mailto:engagement@iop.org) or the Institute of Physics in Scotland Committee who can be contacted via the National Manager on [alison.mclure@iop.org](mailto: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 public audiences, especially those not previously interested in physics;
- Reach adult and family audiences beyond the classroom.
- Develop the science communication skills of individuals, particularly physicists;

#### 3. Eligibility

The grant scheme is open to all and 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, museums, community groups, not-for-profit organisations, arts groups and libraries.

Previous recipients of IOP's grants are welcome to apply for funding, but the assessment panel will look for development of the idea or activity in the new application. The completed final reports from previous projects will be used by the panel during the assessment process. Current members of the Institute of Physics' Council are not eligible to apply for, or be associated with, a public engagement grant.

#### 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);
- Timeliness and relevance. Projects linking physics to external events in the wider community, e.g. local festivals, anniversaries etc., are welcome.

- Targeting of specific public audiences. Projects that target underserved groups such as ethnic minorities and geographically isolated communities are encouraged;
- Projects that support the IOP national public engagement programme are welcome. This could include (but isn't limited to) outreach activities that link to upcoming national themes. N.B. the national theme for 2020 is the Profession of Physics.
- 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 working with physicists to ensure accurate content. Projects that develop the science communication skills of physicists are encouraged. The Outreach & Engagement team can help to identify local physicists to assist with projects if required.
- 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 IOP'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;
- Cost effectiveness. Where applications include buying in commercially provided activities (such as science shows), the application should clearly **justify the need** for the activities with respect to the target audience.

#### **Grants will not be awarded to:**

- Projects that will take place outside of Scotland.
- Projects aimed at children while at school or on school trips. This includes outreach visits to schools and trips by school groups to your organisation. Schools might be interested in the IOP/STFC/IET School Grants scheme which funds projects up to £600. Further details are available on our website.
- Cover the cost of projects which are part of an organisation's usual programme of activities.
- Cover the cost of general purpose hardware, apparatus or equipment such as digital cameras, telescopes or computers etc., unless it is shown to be integral to the project, will be used beyond the project lifetime to communicate physics and does not make up the majority of the project costs.
- Projects where the entire grant is covering the salary of a freelancer. Up to two-thirds of the total amount requested can be used to cover the salary of freelancers working on the project. This could include design of activities or materials or cover the costs of evaluation. We encourage freelancers to work with an organisation to demonstrate the demand for their project.
- Cover the costs of salaries which are already covered by the organisation applying. You may allocate up to two-thirds of the grant to cover staffing costs which are not already covered by the organisation applying for the grant. Academics salaries can only be covered if full-time salary is not already in place.

Applicants are encouraged to join the STEM Ambassadors programme:

<https://www.stem.org.uk/stem-ambassadors/ambassadors> . As well as being an excellent scheme, it will provide access to the [Protecting Vulnerable Groups \(PVG\) Scheme](#).

**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](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](mailto: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](mailto: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 bank transfer.

## **7. Unsuccessful applicants**

The sub-committee's decision is final. In exceptional circumstances the sub-committee may request minor changes or clarifications. Resubmission of previous unsuccessful applications is not permitted.

## **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. It would be appreciated if a general paragraph or two was included in the report, which could be used for publicity. We would also be grateful if you could fill in this form: <https://www.smartsurvey.co.uk/s/branchgrantevaluation>

## **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.