

The Institute of Physics in Wales Grant Scheme: Information and guidelines for making an application

1. Objectives

The Institute of Physics in Wales'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

2. Eligibility

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

3. 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, health and safety issues and working with children and vulnerable adults (if relevant)
- Events should normally be free to the audience
- Value for money

Grants will not be awarded to:

- Projects that do not benefit Wales or the people of Wales.
- Meet staff salaries. However, applications to cover the cost of time spent developing new activities by third parties (e.g. 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 (e.g. 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.

Applications from schools are welcomed but projects should involve parents, families and the wider community (if possible) as well as pupils. Projects that are aimed solely at school children in school and/or at delivering the school curriculum will not be funded. Schools might also be interested in the [IOP/ School Grants scheme](#) which funds projects up to £600.

Applications from science centres and museums in partnership with external physicists are encouraged but applications from such 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 of Physics in Wales will look for development of the idea or activity in the new application. The completed final report forms from previous events may be used by the panel during the assessment process.

Applications must be for projects that will benefit Wales. Grants must be used by within 12 months of the date of award. The maximum award is £750 although larger applications may be considered at the discretion of the IOP Wales committee.

4. Application process

Application forms can be completed at www.iopwales.org/activities/public/index.html and there is a lot more information (including the questions that are in that form) in the final section of these guidelines.

If you require the forms in a different format please e-mail physics@iopwales.org.

Applicants wishing to discuss their ideas before applying can contact the National Officer for Wales (physics@iopwales.org).

The call for IOP Wales outreach grants is open all year round and there are no deadlines. Applications will be assessed by the Institute of Physics in Wales Committee and you will be informed of their decision within 6 weeks of submission of your application.

5. Successful applicants

Successful applicants will be notified by e-mail of the outcome within 6 weeks of the closing date. All grant payments will be made by BACS once the successful applicant has confirmed their agreement to the grant conditions.

6. Reporting

As a condition of the acceptance of a grant, successful applicants will need to provide feedback on their event/activity via our survey at www.smartsurvey.co.uk/s/branchgrantevaluation. It's a good idea to include photos where possible. Sections of the application form and final report may be made public on our website.

7. Recognition of the Institute of Physics in Wales funding

Recipients of grants are required to acknowledge the Institute of Physics in Wales 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. We also request that you tag @iopwales in any social media promotion of this event/activity.

8. Completing your application form

This form is available to fill out online at www.smartsurvey.co.uk/s/HWHDL/ and must be completed in full for your application to be considered. The questions and notes on their completion are on the next pages and we recommend drafting responses offline before completing the online form. If you have any questions about the application process or would like to discuss your project before applying, please contact the National Officer for Wales on physics@iopwales.org.

Contact details: we will need a primary contact for the processing of the application. We ask for their full name, organisation, role, organisation address, email and phone number.

Project Overview

Project title: maximum of 12 words

Project summary: maximum of 250 words.

Use this space to tell us about your project. It should be clear to someone not involved with the project what you hope to do. Who is your target audience? What will they gain from the engagement? What activities will be involved? What will the audience journey be?

You should touch upon details that you will expand upon later in your application. Often writing this section last is most helpful.

Activity type: multiple choice list. Please select all that apply.

What are the aims and objectives of your project?: maximum of 250 words. The aims should tell the committee what your project hopes to achieve and can be more general than your objectives. Your objectives should state specific outcomes which can be measured by your chosen evaluation method. Please make your objectives SMART (specific, measurable, achievable, relevant and time-constrained).

For example: *This project has three objectives:*

- *To raise awareness of the physics involved in skateboarding. This will be achieved through a number of specially designed hands-on activities that explore the concepts of friction, momentum and forces. We will work with undergraduate students to develop these activities.*
- *To reach an urban Welsh audience through working in partnership with the Swansea Skate Fair. This event receives 4,000 visitors (mainly teenagers and young adults) from Swansea and surrounding towns.*
- *To provide physics students with the training and support needed to participate in public outreach opportunities. Students will attend two half-day workshops.*

Audience

Do you expect your audience to have a prior interest or background in physics?: multiple choice- yes, some or no.

Age(s) of target audience: multiple choice, select all that apply.

Does your target audience fit into any of these categories?: multiple choice, select all that apply.

What will be the venue(s) for your project? Please tell us why you expect your target audience to be there: maximum 150 words. If you are already thinking about where your event activity will take place

then please include information about this here. Will you be expecting your target audience to come to you or will you go to them?

How many people do you expect to reach?: Please give a number for **in person** and **not in person**. In person normally means face-to-face engagements, how many people you expect to attend your event or take part in your activity. Not in person refers to people who might engage with your project in social media, websites, podcasts, videos and other engagements which are not face-to-face,

How will you promote your project to your target audience?: maximum of 120 words. The panel will want to be assured that your project activities or outcomes will be well attended or used by your target audience. It is worth noting that events marketed as “science” tend to attract an audience that is already engaged with science.

Budget

Project costings: We ask for the **total project cost**, the **amount you are requesting from IOP Wales** and the **cost** (if any) **to the audience** (ticket cost or event entry fee for festivals). You may request any amount between £50 and £750 from IOP Wales.

Cost breakdown: Please tell us how you will cover your project costs not covered by the grant. Please complete the table with **item and description**, how much is **costs**, and who it will be **covered by** (i.e. your organisation, audience income, IOP grant, other grants you have applied to).

For example:

<i>Item and description</i>	<i>Cost</i>	<i>Covered by</i>
<i>Travel costs to venue (60 miles plus parking)</i>	<i>£45.00</i>	<i>IOP Wales grant</i>
<i>Skateboards (3 boards @ £30 each)</i>	<i>£90.00</i>	<i>IOP Wales grant</i>
<i>Storage boxes for kit (10 @ £5.00 each)</i>	<i>£50.00</i>	<i>IOP Wales grant</i>
<i>Concave Mirror</i>	<i>£150.00</i>	<i>IOP Wales grant</i>
<i>Scissors (20 pairs)</i>	<i>£25.00</i>	<i>IOP Wales grant</i>
<i>Balloons (10 packs of 100 @ £6.00 each)</i>	<i>£60.00</i>	<i>IOP Wales grant</i>
<i>String</i>	<i>£5.00</i>	<i>IOP Wales grant</i>
<i>Travel and subsistence for volunteers for two days (estimated on £50 a day for two volunteers)</i>	<i>£200.00</i>	<i>IOP Wales grant</i>
<i>Tent hire for one day</i>	<i>£105.00</i>	<i>Covered by venue (in kind)</i>
<i>Total Cost of project</i>	<i>£730.00</i>	
<i>Cost covered by IOP grant</i>	<i>£625.00</i>	

Have you applied to another organisation(s) for funding of this project?: yes or no. If yes, please give the name(s) of the organisation, funding amount requested, and the outcome of the funding application (if known).

Please state any other partners involved in the project, for example those providing support in-kind: this could be, but is not limited to, organisations supporting in kind, universities you're working with or venues/events you are working at.

What considerations have you given to practical issues?: such as copyright, insurance, GDPR or health and safety.

Evaluation

How will you know whether you have met your objectives?: maximum 250 words. The committee will be looking for evidence that you have thought about the evaluation of your project. You can find out more about how to evaluate projects on the [IOP website](#) evaluation pages. All grant winners will be asked to complete an [online evaluation form](#) within three months of completion of their project. It's a good idea to check out the form at this stage so you can use it to support your evaluation plans from the start.

In this section you can expand upon how you will collect data for your evaluation and how you will know if you have reached your target audience, in terms of numbers as well as demographics.

Experience

Please tell us about any previous experience you have in organising activities to communicate science: maximum 120 words. The panel want to know a bit more about your background. It might be appropriate to mention the experience of partner organisations if you have not managed scientific outreach activities before.

Have you or your organisation applied to the IOP or IOP Wales for funding before?: multiple choice- yes, no, unknown. If yes, please include some information about the project. We would like to know the year of application, the project title and the outcome of the application.

Please give the name and email address of one referee: It must be someone who knows of your work related to this activity but they must be independent of this project. Your referee might be contacted as part of the grant assessment process.

Monitoring Questions

We ask a few questions for monitoring purposes only. The answers you give in this section will not be seen by the review panel and will not affect your application.