

The IOP Ireland Outreach Grant Scheme has recently been updated to [support the Limit Less campaign](#) and is informed by the learning we have accrued over the recent years with respect to equality, diversity and inclusion, the digital divide, and personal wellbeing. All applicants should familiarise themselves with both the IOP's [Unlocking the Future strategy](#) and [Limit Less campaign](#) webpages before applying.

This document includes all relevant information for applicants in an effort to make the process as accessible and transparent as possible. If your question is not answered here, please contact [ireland@iop.org](mailto:ireland@iop.org).

### **Purpose**

The purpose of this grant scheme is to:

- Raise public awareness of, and engagement with, contemporary physics.
- Inspire and enthuse public audiences, especially those not previously interested in physics.
- Reach young people in under-represented groups within physics (*those who identify as girls/women, LGBT+, Black Caribbean, disabled, and from disadvantaged backgrounds*) and their influencers beyond the classroom.
- Develop the science communication skills of physicists.
- Develop the science skills of communicators, artists, community organisers and cultural groups.

In line with the purposes of this grant scheme a priority of funding has been set. This will be implemented if there are more applications than funds available in the relevant round:

Highest priority - Outreach work and promotion of [Limit Less](#) and EDI related goals

Second priority - Inclusion of the above in a conference or event

Third priority - General support for conferences and events

### **Funding Rounds**

This grant will be available year-round with several review windows. We recommend that you choose the one most relevant to your project timeline.

#### *2023 Review Rounds*

Deadline 30<sup>th</sup> March – spending to commence 15<sup>th</sup> May onwards

Deadline 30<sup>th</sup> June – spending to commence 14<sup>th</sup> August onwards

Deadline 30<sup>th</sup> September – spending to commence 13<sup>th</sup> November onwards

Deadline 30<sup>th</sup> November – spending to commence 15<sup>th</sup> January 2024 onwards

### **Eligibility**

We welcome applications from individuals and organisations in Ireland and Northern Ireland. Applicants may apply for amounts up to £1,000 through this grant scheme.

You do not have to be a member of the Institute of Physics to apply - we encourage applications from any physicists with an interest in public engagement.

We also encourage those in the arts, community and media sectors who may have an interest in or link to physics, to apply. We will happily give guidance and advice on how to incorporate physics into your project in these cases, if needed.

### **Application**

All applications are expected to be submitted via the [online application form](#) but if for any reason this is not accessible to you, please contact [ireland@iop.org](mailto:ireland@iop.org) and we will do our best to help.

A copy of all questions on the application form is attached to this document. These cover essential information such as a description of the activity, intended audience, proposed usage of funds and evaluation plans.

### **Review Process and Marked Criteria**

Each application will undergo an initial eligibility check by the Programme Officer. Applications will then be passed to a Review Panel consisting of members of the IOP Ireland National Committee and IOP team.

Panel members will review each application under 5 key criteria:

- 1) Physics Content** – *Is there clear evidence of quality physics content or physicist involvement in the creation and/or delivery of the activity?*
- 2) Alignment with IOP Strategy** – *Does the activity align with [IOP's Unlocking the Future strategy](#) or [Limit Less campaign](#)? Does it encourage young people to engage with physics? Does it reach under-represented audiences? Is it designed with accessibility in mind?*
- 3) Use of Funds** – *Is there strong evidence that the spending of IOP funds is planned and allocated appropriately? Does the use of funds progress inclusion in physics?*
- 4) Evaluation** – *Is there evidence that an evaluation plan is in place, is it practically achievable and how will this data be used?*
- 5) Legacy** – *Does the application outline potential for the project or products of the activity to be repeated, scaled up, transferred to another owner or otherwise furthered?*

After reviewing the panel's feedback, the Programme Officer will contact the applicant confirming the result or following up with any clarifications requested by the panel.

### **Result**

We endeavour to inform applicants of their outcome within 5 weeks of the relevant application round deadline. Applicants will be contacted by the Programme Officer

The decision of the Review Panel is final.

### **Successful Applicants**

Payment will be made by bank transfer following the return of a payment request form.

Recipients of grants are required to acknowledge IOP sponsorship on all of their promotional materials. The IOP logo will be sent to all successful applicants.

Recipients will also be required to fill in a supplied evaluation form after the activity has taken place.

## **FAQs**

**When should our activity start/end?** - Within 6 months of awarding or by end of the awarding year, whichever is shorter.

**How do I create an impactful and Limit Less activity?** - The IOP has created some helpful resources to support the creation of impactful activities. These can be found here: [family event toolkit](#), [careers talks](#), [social media guide](#).

**How can I find physicists?** - Please contact [ireland@iop.org](mailto:ireland@iop.org) and we are happy to help you find relevant physicists.

**Can I pay salaries from this fund?** - You may allocate up to two-thirds of the grant to cover staffing costs not already covered. Academics salaries can only be covered if a full-time salary is not already in place.

**Can you give an example of what else this grant can be spent on?** - Travel and subsistence expenses for volunteers, materials for the activity, room hire, car/van hire or other transport, festival exhibitor fees, equipment hire. In some circumstances equipment cost may be covered by the grant. The equipment must be essential to the project and if it makes up a large part of the total grant, it must have a legacy in place.

**Can I apply for this funding as part of a larger project?** - yes, although we are more likely to fund activity where the IOP's support is essential and may not fund projects that can go ahead without IOP support.

**Can the activity's timeline or content change after receiving funding?** - Any changes to the project must be discussed and agreed with the Programme Officer.

**Can I resubmit an unsuccessful application?** - yes but we recommend you contact us to request feedback on the unsuccessful application if you intend to reapply.

**I previously received a grant; can I apply again?** - yes but there must be evidence of the project's evolution. eg. Expanding the target audience, change of subject matter or rolling out a full project after funding the pilot.

**My question was not answered** - please contact Elora McFall, Programme Officer, at [ireland@iop.org](mailto:ireland@iop.org) and she will be happy to answer any further questions.

**Preview of the IOP Ireland Outreach Grant Application Form**

## IOP Ireland Outreach Grant Application Form

Please ensure you read the full application guidance document before filling in this form. If you have any questions not answered there please email [ireland@iop.org](mailto:ireland@iop.org). We want to make sure that you are given the best opportunity possible to submit a complete and well-informed application. With this in mind, please note the 5 key criteria your application will be reviewed on below. Think of it as a mental checklist and a reminder to consider important aspects of your planned activity.

- 1) Physics Content – Is there clear evidence of quality physics content or physicist involvement in the creation and/or delivery of the activity?
- 2) Alignment with IOP Strategy – Does the activity align with IOP's Unlocking the Future strategy or Limit Less campaign? Does it encourage young people to engage with physics? Does it reach under-represented audiences? Is it designed with accessibility in mind?
- 3) Use of Funds – Is there strong evidence that the spending of IOP funds is planned and allocated appropriately? Does the use of funds progress inclusion in physics?
- 4) Evaluation – Is there evidence that an evaluation plan is in place, is it practically achievable and how will this data be used?
- 5) Legacy – Does the application outline potential for the project or products of the activity to be repeated, scaled up, transferred to another owner or otherwise furthered?

\* Required

1. I, the Applicant, am aged 18 or over.

- Yes
- No

2. I, the Applicant, am either: an Ireland or Northern Ireland resident (with an Ireland or Northern Ireland address and bank account); OR applying on behalf of an organisation registered in the Ireland or Northern Ireland.

- Yes
- No

3. The project for which I am applying will be delivered in Ireland and/or Northern Ireland.

- Yes
- No

4. The project for which I am applying has one of the following significant aspects related to physics:

- The project is physics-based.
- It explores underlying physics concepts, issues or contemporary research.
- It demonstrates evidence of working with physicists to ensure accurate scientific content

- Yes
- No

5. Name of Corresponding Applicant

6. Affiliation or Institution of individual(s) seeking grant, please include address(es)  
If relevant

7. Email Address

8. Telephone Number

9. Activity/Project Title

10. Summary of Activity/Project

11. Please provide details of the physicists involved in the project by sharing their name/s and a short biography:

12. Please provide detail as to the aims and objectives of your project, including what you intend to do and how will you do this.

13. Please detail any known project outcomes of your project such as key milestones and deliverables including key dates relating to planning, delivery and evaluation.

14. Is the activity accessible to people with disabilities?

Yes

No

15. Please provide details of your above response:

16. Please identify any risks or challenges that you may face and need to manage during the course of your project. This may include safeguarding, health and safety, copyright and national restrictions.

If your project will involve people under the age of 18 or vulnerable adults you must provide information as to any relevant safeguarding procedures and measures taken.

17. Currency Required

Euro

Pound Sterling

18. Total overall cost:

19. Amount requested from IOP:

20. If you have applied for funding from any other sources please tell us whether an application has already been submitted, whether the funds have been secured and how you will use the funds.

21. Please provide a proposed budget including use for sponsorship and details of costs.

In this format a simple list of costs and intended spending of IOP funds is accepted.

22.

- Please provide information of any charges for your activity, and who is expected to pay them.
- Please also outline any expected income as a result of the activity and what it is to be used for.

23. Please provide an outline of your proposed use of IOP logo and acknowledgement.

eg website/ promotional literature / emails / press releases

24. What aspects of this project will you evaluate and what methods will you use to carry out the evaluation?

25. How will you determine whether your project has been a success or not? Please refer to your project objectives and how these were achieved.

26. Please tell us how many people and in which age category you hope to engage (these numbers should give an idea of the reach that you hope to achieve from your project):

Please state your numbers for the categories: Under 5 years, 5-10 years, 11-14 years, 15-18 years, 18+ years

27. What level of physics knowledge will this project cater for?

- People with no physics knowledge
- Junior Certificate / GCSE science knowledge
- Leaving Certificate / A-Level physics knowledge
- Post-Secondary Education

28. Which region(s) will this activity take place in?

29. Does your project aim to engage audiences or communities that are under-represented within physics?

- Yes
- No

30. Please provide details of your above response:



31. In order to submit your application, you will be required to consent to the IOP storing your personal information in order to respond to your application.

I agree

I disagree

32. By submitting this form, whether it is signed or unsigned, you confirm to the Institute of Physics that:

- The above details are correct.
- You agree the Institute of Physics shall not be liable to any person in relation to the project (to the extent permitted by law).
- You will be responsible for the organisation and running of the project and any issues which may arise from it.
- You will put in place and maintain adequate insurance policies to cover all the liabilities which may arise from the project.
- You will carry out a full risk assessment for your project.
- You will take appropriate steps to mitigate any risks to third parties arising from the project.
- You will share a final report and evaluation of your project/activity/event with the Institute of Physics once your project/activity/event has been completed. \*

Yes

33. By submitting this form, whether it is signed or unsigned, you confirm to the Institute of Physics that:

- The above details are correct.
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Yes

34. Please tick this box to acknowledge that: you have read, understood and accept our terms of use. For more information, please read the IOP Privacy Notice here:

<https://www.iop.org/privacy-notice-cookie-policy>

I agree

I disagree

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