

**UCL CULTURE**

**Beacon Bursary Application Form**

**Deadline: Midnight Sunday 18th November 2018**

Please fill in all boxes. Your completed form must be under 3 pages in length (with answers in 11pt Calibri).

**Applicants who do not read the guidance notes, available from our website, are unlikely to receive funding.**

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| **Have you asked for advice on your application from a member of the UCL Public Engagement Unit?** |
| Yes [ ]  | No [ ]  |

The following fields are **mandatory**:

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| **Project title** |  |
| **Amount requested (max £2,000)** |  |
| **Project start and end dates** |  |

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| **Applicant name** |  |
| **Department/Institute/other** |  |
| **Faculty/School** |  |
| **Phone** |  | **Email** |  |
| **Select your role from the list below**  |
| Professor [ ]  | Professional services staff [ ]  |
| Lecturer [ ]  | Research associate [ ]  |
| Senior lecturer / Reader [ ]  | Research fellow [ ]  |
| Teaching fellow [ ]  | Postgraduate research student [ ]  |
| Teaching assistant [ ]  |  |
| Other (please state) |  |

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| **Department/institute/other finance contact****name and email address** |  |

**Q1.** Please state the aims of the public engagement project for both you and your community of interest/audience.

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**Q2.** Who is the community of interest or audience for your project? Which groups (e.g. demographic, or with a shared interest) will you be working with? How will you contact these groups and ensure their participation?

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**Q3.** Please describe briefly what will happen in your proposed public engagement project. If this proposal is funded, we will use this description on our website to describe your project, so please keep it short, relevant, and understandable to a non-specialist, non-university audience.

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**Q4.** Who is involved in running the project? Please give details of UCL and non-UCL people, their roles, and a short summary of any relevant experience.

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**Q5.** How will you assess whether you have achieved the aims detailed in Q1?

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**Q6.** How does this public engagement project link to UCL research, teaching or learning?

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**Q7.** How will you share what you learn during this project with colleagues (staff, students) at UCL and beyond?

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**Q8.** Please include a brief timeline of when planning and activities will happen if this proposal is funded

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**Q9.** Please provide a breakdown of the amount requested – what will the money be spent on? Please also provide details of any funding or resources coming from elsewhere.

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**Q10.** Will any form of this project take place if this application is not funded? What will it look like?

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All project leaders who are awarded funding will be asked to:

1. Attend group sessions to share their learning and experiences with the other project leaders.
2. Attend an evaluation workshop to support their evaluation planning.
3. Share their learning as widely as possible and participate in UCL Public Engagement Network activities.
4. Stay in touch with the Public Engagement Unit and submit spending reports when requested.
5. Complete a short project learning and evaluation report at the end of their project.

[ ] Please tick this box to indicate that you are happy to take part in the aforementioned activities as a condition of funding and have their name and department listed on our website so that other UCL staff and students can contact you regarding their own public engagement projects

Please submit your application **by Midnight Sunday 18th November 2018** to publicengagement@ucl.ac.uk.

[ ] Please tick this box if you would like to receive the UCL Public Engagement Network newsletter.