



Information for applicants

Beacon Bursaries – Deadline Midnight Sunday 18th November 2018

This document contains important information about the Beacon Bursary funding scheme. It is unlikely you will receive funding if you do not read this advice.

What's in these guidelines?

- 1) What this funding scheme is for
- 2) Who this funding scheme is for
- 3) How the Beacon Bursaries fit with the UCL Public Engagement Strategy
- 4) The definition of public engagement used at UCL
- 5) Some examples of the kinds of activities funded by Beacon Bursaries
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If you have any queries about this funding stream, or would like help with your application before the deadline, please contact the team for advice and resources at publicengagement@ucl.ac.uk.

1) What this funding scheme is for

The aims of the Beacon Bursary funding scheme are as follows:

- 1) To explore mutually beneficial connections between members of the public and UCL research and teaching.
- 2) To enable staff and students to test Public Engagement that is innovative in one or more of the following ways:
 - a. Involving UCL researchers who have not previously been involved in PE.
 - b. Working with a community that has not been partnered with previously.
 - c. Experimenting with methods of engagement.
- 3) To build capacity for public engagement within UCL, encouraging staff and students to be involved.
- 4) To create and enhance networks between staff, students, practitioners, government bodies, external agencies, non-governmental organisations and community groups.
- 5) To evaluate, learn from and share UCL's approach to public engagement, internally and externally.

Bursaries are designed to support staff and postgraduate research students at UCL to engage with public groups. This scheme funds public engagement activities that increase staff and postgraduate research students' activity, skills, and understanding of public engagement.

We particularly encourage applications for projects in east London as UCL is aiming to expand its engagement activities there and develop relationships with local people in advance of the building of UCL East. For more information contact Minna Ruohonen, Engagement Manager East:

<https://www.ucl.ac.uk/culture/staff/ruohonen-minna>

The maximum bursary award is **£2,000**.

Activities funded in this round must be completed by the end of the next UCL financial year: **31 July 2019** (although funded activities may be part of an ongoing project). Applicants will be informed of the panel's decision on or before 14th December 2018.

2) Who this funding scheme is for

The principal applicant for Beacon Bursary funding must be a current member of UCL staff or a UCL postgraduate research student. If you are at UCL on an honorary contract, your proposed activity must be related to UCL research or teaching. Postgraduate research students are also encouraged to consider attending Train and Engage, a programme of training and funding specifically designed for UCL graduate research students:

<https://www.ucl.ac.uk/culture/projects/train-and-engage>

Bursaries are **not** available to undergraduate students or students on taught Masters courses.

3) How the Beacon Bursaries fit with UCL Public Engagement Strategy

Bursaries support the UCL Public Engagement Strategy, which aims to embed public engagement as a normal, valued activity for UCL staff and students. Specifically two of our four aims:

Aim 2: Champion a culture of public engagement across UCL

Aim 3: Enable the UCL community to be effective in public engagement activity

Projects funded by the Beacon Bursaries should also fit with the key characteristics of engagement at UCL which includes:

- a focus on collaborative models of engagement;
- involvement of diverse public groups, particularly those whose voices are heard less often;
- a spirit of experimentation from which learning can emerge.

You can find full details of UCL's Public Engagement Strategy, which was developed in 2017 by a cross-section of UCL staff, here:

https://www.ucl.ac.uk/culture/sites/culture/files/ucl_public_engagement_strategy_2017.pdf

4) The definition of public engagement used at UCL

As public engagement is a developing field, there are several different definitions.

UCL uses the definition of public engagement developed by the National Co-ordinating Centre for Public Engagement (<http://www.publicengagement.ac.uk/what>):

“Public engagement describes the many ways in which the activity and benefits of higher education and research can be shared with the public. Engagement is by definition a two-way process, involving interaction and listening, with the goal of generating mutual benefit.”

And a definition of ‘public’ developed from that provided by HEFCE:

“The ‘public’ includes individuals and groups who do not currently have a formal relationship with an HEI (Higher Education Institute) through teaching, research or knowledge transfer.”

This definition includes, for example, communities or individuals with an interest relevant to your research, but would typically exclude students at other universities, or contacts in industry.

In light of these, the Public Engagement Unit (PEU) supports UCL staff and students involved in a range of activities, but this fund particularly supports activities like:

- Taking part in dialogue about the direction of our research and teaching.

- Creating knowledge in collaboration with communities and interest groups outside the university.
- Supporting communities with our expertise in a mutually beneficial way.
- Creating opportunities for people outside the university to contribute their research and knowledge to our programmes.

5) Some examples of the kinds of activities funded by Beacon Bursaries

Previous activities have included:

- Piloting activities to develop long term relationships between UCL staff and students and communities of interest
- Challenging existing academic models of engagement
- Sharing the finding or results from research with communities in inventive, practical and interactive ways, such as participatory art workshops, exhibitions, events etc.
- Involving community groups in the co-production of media (e.g. film, music, art) to facilitate conversations on research
- Including public voices in developing digital data projects and guidance
- Meetings to explore how relevant special interest groups could influence, and benefit from, your research.

If you would like examples of previously funded projects, talk to the Public Engagement Unit, who may even be able to put you in touch with previously funded project leads.

6) What happens to your application?

Your application will be read by a member of the UCL Public Engagement Unit (PEU), who will attach a one page review. The application and review will then be considered by a Beacon Bursary panel, chaired by the Head of Public Engagement and including a cross-section of senior UCL staff, including academic staff with significant public engagement experience. This panel will decide whether to fund your application. The panel will consider:

- Whether the project fits with the strategic aims of this fund (see above).
- Whether the project can realistically be delivered within cost and time constraints.
- The impact of the project on publics.
- The impact of the project on UCL staff and students.
- The sustainability and long-term effects of the activities.

7) A step-by-step guide to filling in the application form

Potential applicants are encouraged to discuss their application with a member of the PEU in advance of the deadline. To do this, contact the team at publicengagement@ucl.ac.uk.

Basic details

Completed forms must be no longer than three sides of A4 in 11pt Calibri font. **This rule will be strictly adhered to.**

At the start of the form, we ask for information about you, your planned project, and how we can contact you. This information will help us to support the project if it is funded, and to monitor whether we are receiving applications from a cross-section of the UCL population.

We also ask for details of your finance administrator so that we can arrange the transfer of funds if your proposal is successful. In order to receive the funds you will need to have a finance project that has a 156740 award linked to it. This is a specific type of finance award code for Beacon Bursaries and the finance contact in your department will need to set this up.

Please note that all funds must be spent in the next UCL financial year and so we are unable to fund activities that will not be completed by 31st July 2019 (although funded activities may be part of an ongoing project).

Question 1

Please state the aims of the public engagement project. What is the need for this project?

This question is all about your reasons for doing the project. What are you trying to change about research, teaching or learning at UCL, the project team or in the lives of the public group involved? What are the needs of the project team and of the public involved? What are the aims of your public partners or audiences? You might find the information about aims and objectives in this guide useful:

https://www.ucl.ac.uk/culture/sites/culture/files/event_evaluation_0.pdf

Can this public engagement project support the impact of your research? Often, Public Engagement can help achieve societal impact, as defined by Research Councils UK, and so thinking about this as a reason for running the activity can be beneficial to both this project and to your wider research.

<http://www.rcuk.ac.uk/innovation/impacts/>

You might find that using bullet points to answer question 1 is helpful.

In the PEU we sometimes use this matrix to help think through the changes we are hoping to make:

	Awareness	Attitudes	Skills	Empowerment /enabling
Project team (UCL staff/ postgraduate students)				
Public participants				

Very few, if any, projects would aim to make changes in all of these sections, but thinking about which changes you want to make with this project can help you to describe what you're trying to achieve. We do, however, expect all projects to make a change to some degree to both the project team and to the public participants. If you can't place your project outcomes into any of these boxes, or if you are only able to identify potential changes to one group (either the project team or the public, but not both), it might be better funded by a different scheme. Please talk to a member of the PEU in advance of submitting your application for help completing this section.

Please do not include a completed version of this table in your application; it's just a useful tool for working out how your activities fit with the programme.

Please note that the panel does not particularly focus on the number of public participants in a project, but instead take into account the quality of engagement and the impact on participants during and after the activities.

Question 2

Who is the community of interest or audience for your project? Who, outside of your project team, will be involved in the project? For example, if you're putting on an event, what sorts of people are likely to

participate? Will they be defined by age group, profession, or a shared interest? Where will they come from? If you're working with a specific community group, who are they?

This is also a good place to provide information about how you will contact your intended participants. If you already have any contacts among the groups you plan to work with, mention them here. The panel will give preference to applications that include evidence of pre-existing external partner commitment, a plan of how your chosen public will be reached, as well as those with a realistic idea of who might be interested in the activities.

Please note that some audiences and activities do not fit this scheme's definition of public engagement:

- This funding stream is not intended for activities that are primarily about communication between professionals/academics in a particular subject area.
- University staff and students, and UCL alumni, are not considered public.
- Activities that could be described as student or staff recruitment, promotion of higher education or of a particular area of study are outside the definition of public engagement.
- **Proposals that focus on widening participation in higher education or enrichment of school curriculum do not fit our definition of public engagement**

Question 3

Please give a short description of what you want to use the money for. If your proposal is funded, this description may be used on our website, so make sure that it can be understood by a non-specialist, non-university audience.

There is space in the answer to question 2 for you to explain the aims of your activities. If you want to use a bursary to fund just part of a bigger project, please be clear on which parts of the project the bursary will be used for.

Question 4

Please give a short summary of relevant experience held by the project team. This answer tells the panel why you are the right team to run this public engagement project. For example, have you done work with the public before? You can budget to improve your skills if necessary.

There's no need to list publications or talk about your research/teaching achievements unless they are relevant to your public engagement activity.

Please tell us who you are working with, what relevant experience they bring, and what involvement they'll have. Are people from outside UCL involved in planning and delivering the project? If representatives of your audience/community partner are involved in planning or delivering the project, for example, it would be useful to talk about the experience that they bring to the project.

Remember too that if you know you lack specific expertise necessary for the project's success, the costs for training in this area can be included in your answer to Question 9.

Question 5

How will you assess whether you have achieved the aims detailed in Q2? This answer shows the panel how you'll know that your project was a success. We don't expect evaluation and monitoring to take up a large proportion of your time, however we do expect you to have a clear idea of what success looks like. Your plans should include reflection by the public, as well as the project team, on the activities, including the planning stages if appropriate.

If you have clearly laid out your aims in Question 2, you will probably find Question 3 easier to answer. A good evaluation will be closely linked to a project's aims and objectives. If you are new to evaluating this kind of activity, or would like some new ideas, you will find this guide particularly useful:

https://www.ucl.ac.uk/culture/sites/culture/files/100831_methods_for_evaluation.pdf

Please be aware that this a large document, but should contain everything you need.

You can use a table like this one to think through your aims, what the outcome is likely to be, and how you will monitor and then evaluate how these went:

Aims	Outcomes	Outcome indicators	Information collection tools	Who will collect/provide this information and when	How you will use this information

You may include a table like this in your application, but you should also explain how you hope this monitoring of information will help you evaluate the whole project. You should also consider consulting our project and evaluation forms on our website: <https://www.ucl.ac.uk/culture/projects/engagement-toolkits-and-guides>

Contact publicengagement@ucl.ac.uk for guidance on evaluation.

Question 6

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

The Beacon Bursaries support projects that link directly to research, teaching or learning currently taking place at UCL. Projects are more likely to be successful if they create an engagement opportunity related to your own, specific work, rather than raising awareness of a generalised topic or university-wide activity.

Question 7

Because the strategic aims of UCL's public engagement programme focus on learning, it is important that project leaders and their colleagues supported by this scheme share what they learn from their project evaluation. While the PEU would expect to support this sharing (including through end-of-project reports and providing networking opportunities), the panel expects that project leaders will have their own ideas about how learning can be maximised.

Question 8

Please give a brief timeline of your project, giving the major planning and delivery milestones and when they are likely to happen. Please include how your evaluation will fit into this.

Remember, your project (or at least any part that involves spending money) must be completed by 31st July 2019. If you have any questions about how to do this, please contact the team at publicengagement@ucl.ac.uk.

Question 9

Please provide a budget listing each item or group of items (for example, catering, external trainer fees) to be paid for. If the bursary is paying for one part of a larger project, please also tell us how much money is coming from other sources and what it will be spent on. We'd also like brief details of other things that are going to be used on the project that aren't money, for example, staff time and UCL spaces.

Draft costs are ok, as we understand that some items will be difficult to accurately cost at this stage. However, it is important that you research any draft elements of your budgets as the panel will have past experience to draw on in knowing how much most elements of a project will cost.

You should include a brief explanation of where costs have been sourced from, as the panel will need to have confidence that your costs are realistic and in your understanding of project planning and financial management.

We do not expect your project to have been through formal costing procedures.

Try and keep the breakdown to a similar length to your other answers. Do make sure that everything you mention in the budget is explained somewhere in the application.

Beacon Bursaries can't be used to pay UCL staff for their time, but it is possible to pay students for small amounts of work such as data entry, photography or event hosting.

NOTE: This scheme **does not** pay for international travel.

Question 10

Because bursary funds are relatively small, we're aware that you might want to use them to make an existing project better, or to help it reach a wider audience. This answer tells the panel how much difference the bursary will make. It's also a chance to describe your plan B – what will you do if you don't get a bursary?

8) If you're successful

The panel's decisions will be communicated to applicants on or before 14th December.

We will begin the process of transferring the funds to a departmental account as soon as possible after confirming the success of an application. It is important we have the contact details of the finance administrator within your department as they will need to ensure that the account that the money is going to has a Beacon Bursary specific award attached to it.

At the beginning of the project we will invite you to a meeting of all new bursary awardees and an evaluation workshop. Attendance at these meetings is a requirement of accepting bursary funding.

The PEU expects to be in informal contact with project leaders to provide advice and support throughout the project. If your application is funded, you can expect experienced staff from the PEU not just to monitor your progress but also to support you as you carry out your public engagement activities, providing advice, guidance, and contacts as appropriate. We tailor this support and monitoring for each project in order to match your needs. We also organise opportunities for people who have been funded by our various streams to meet in order to share experience and provide mutual support.

If your application is funded, we'll send you a short form for you to complete at the end of the project, asking you to reflect on how it went. Completing this form is a requirement of accepting the bursary funding.