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**UCL CULTURE**

# Beacon Bursary Funding Scheme 2019/20: Application Form

## Deadline: Monday, 7 October 2019, 12pm (midday)

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 documents, available on our website, are unlikely to receive funding.*

| Have you received advice on your application from a member of the UCL Engagement Team? |
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| 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** [ ]  |
| **Associate Professor / Senior Lecturer / Reader** [ ]  | **Research associate** [ ]  |
| **Lecturer** [ ]  | **Research fellow** [ ]  |
| **Teaching fellow** [ ]  | **Postgraduate research student** [ ]  |
| **Teaching assistant** [ ]  | **Other (please state)** |

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

**Q1. Briefly state the aims and objectives of the public engagement project.**

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**Q2. Who is the community of interest or target public group for your project? Please tell us about any community partners involved and how you will connect with public groups to ensure their participation.**

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**Q3. What will happen in your proposed public engagement project?**

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

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**Q6. How will you assess whether you have achieved your aims and objectives? Tell us about how you will evaluate your project and what expected benefits it will have for those involved.**

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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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**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, including in-kind support.**

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

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

1. Attend a kick-off meeting for awardees and meet with 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 Team and submit spending reports when requested
5. Complete the Project Learning and Impact Form 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 your 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 Monday, 7 October 2019 at 12pm (midday)** to publicengagement@ucl.ac.uk.

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