



This version of the application form provides guidance on the application form questions. Please read through this document carefully before you start filling in the form as they indicate the information that the panel will be looking for when they assess your application.

Beacon Bursary Funding Scheme 2020/21: Application Form

Deadline: 12pm (midday) on Monday 19th October 2020.

Please fill in all boxes. Your completed form must be under 4 pages in length (with answers in 11pt Calibri). Applicants who do not read the guidance notes, available on our website, are unlikely to receive funding.

| | |
|---|-----------------------------|
| Have you received advice on your application from a member of the UCL Engagement Team? | |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> |

The following fields are mandatory:

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

| | | | |
|-----------------------------------|--|--------------|--|
| Applicant name | | | |
| Department/Institute/other | | | |
| Faculty/School | | | |
| Phone | | Email | |

| | | | |
|--|---|--|--|
| Select your role from the list below: | | | |
| Professor <input type="checkbox"/> | Professional services staff <input type="checkbox"/> | | |
| Associate Professor / Senior Lecturer / Reader <input type="checkbox"/> | Research associate <input type="checkbox"/> | | |
| Lecturer <input type="checkbox"/> | Research fellow <input type="checkbox"/> | | |
| Teaching fellow <input type="checkbox"/> | Postgraduate research student <input type="checkbox"/> | | |
| Teaching assistant <input type="checkbox"/> | Other (please state) | | |

| | |
|--|---|
| Does your project work with communities in east London? | <i>With support from UCLE we have some dedicated funding for projects working with east London communities'</i> |
|--|---|

| | |
|--|---|
| Department/institute/appropriate finance contact name and email address | <i>It is important that we have the contact details of the finance administrator within your department to ensure the efficient transfer of funds, if your project is funded.</i> |
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| | |
|--|---|
| As part of our ongoing work to improve the inclusivity and accessibility of the scheme, please let us know the ethnic background that best represents you. <u>You can use the categories defined by central government</u> or tell us in your own words | <i>We recognise certain communities are often underrepresented at UCL – by filling in this question help us to better understand who we’re working with and where we need to direct more attention to ensure that we’re representing our entire community. If you do not want to share this information this is fine and will not affect your application, please select ‘prefer not to share’ if this is the case.</i> |
| | Prefer not to share <input type="checkbox"/> |

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

What is the need for this project? What are you trying to change about research, teaching or learning at UCL, the project team and in the lives of the public group(s) involved? Think about changes in awareness and knowledge, attitudes, skills and confidence. Can this public engagement project support the impact of your research? Public engagement can be a pathway to impact (see [UKRI](#) for more). Please be realistic and specific about the aims and objectives – the panel will want to see through your evaluation plan, how you will assess whether these have been achieved.

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

Who, outside of UCL, will be involved in the project? Will you be working in collaboration with a charity or community group? Will the intended participants be defined by age group, profession, or a shared interest or characteristic(s)? Where will they come from? Has this public group been engaged in research or teaching prior to this project? This is also a good place to provide information about how you will contact your partners and/or participants. If you already have any contacts among the group(s) you plan to work with, mention them here. The panel will give preference to applications that include evidence of pre-existing, external partner commitment and consultation in the development of the project, a plan of how your target public group will be reached, as well as those with a realistic idea of who might be interested in the activities proposed.

Q3. What will happen in your proposed public engagement project? How will you ensure accessibility? Please be explicit about how your project will be able to run in the likelihood of continued social distancing guidelines over the next year.

Please tell us about the activities you are planning. How will the activities be developed and with whom, and what will they look like? What methods will you use to engage people and what resources and materials will be needed? Are you creating/co-creating a new method of engagement or building on existing method(s)? Please mention here the possible accessibility needs of your participants and how you would support them (e.g. sign language interpreter for deaf and hard of hearing people, access to mobile WiFi to address digital poverty). This year we will be especially looking for plans that consider the possibility that due to Covid 19 we will still be socially distancing. For example, a plan of what you might do if a planned face-to-face, in person activity is not possible by the time your project is up and running.

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

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.

Please list the different partners involved in delivering this project and summarise their experience relevant to the project. The panel will want to see that you and your project team have the capacity to deliver the activities proposed effectively. There is no need to list publications or provide details of your research and teaching achievements unless they are relevant to this public engagement activity.

Remember too that if you know you or one of your project team lack specific expertise necessary for the project's success, the costs for training in this area can be included as part of your budget.

Q5. How does this public engagement project link to UCL research, teaching or learning?

The Beacon Bursary funding scheme supports public engagement projects that relate to research, teaching or learning connected to UCL. Projects are more likely to be successful if they create an engagement opportunity with your own research or a body of research, rather than raising awareness of a generalised topic or university-wide activity. If the public engagement project is itself an engaged research project, have you

carried out the necessary steps (e.g. ethics approval) to run the project? If it is an engaged research project, why is it not been funding by your research funder?

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.

We don't expect monitoring and evaluation 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 and feedback on the activities and overall experience from the public group(s) and any partner(s) involved, and from you and the project team. If you have clearly laid out your aims in Q1, you will probably find this question easier to answer. If you are new to evaluation or would like some new ideas, [read this useful guide to find some helpful tips and hints.](#)

You can use a table like this one below to think through your aims, what the outcomes are likely to be, and how you will monitor and then evaluate how things went. You may include a table like the one below in your application, but you should also explain how you hope this monitoring will help you to evaluate the whole project. You can also contact publicengagement@ucl.ac.uk for further guidance on your evaluation plans.

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

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

As one of the key aims of this funding scheme is to evaluate and share the learning from public engagement projects, it is important that project leaders supported by a Beacon Bursary are committed to sharing what they learn from their project evaluation.

While the Engagement Team will support this sharing (including through end-of-project reports and providing speaking and networking opportunities), the panel expects that project leaders will have their own ideas about how learning can be maximised.

Q8. 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.

Please provide a budget that lists each item or group of items (e.g. catering, external trainer fees) to be paid for from this funding scheme. 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, such as staff time, event spaces and other resources provided in-kind.

Draft costs are fine, 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 budget 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 that you demonstrate an understanding of project planning and financial management.

Try to keep the breakdown to a similar length to your other answers and 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. This scheme **does not** pay for international travel*

Q9. Will any form of this project take place if this application is not funded? If so, what will it look like?

Because bursary funds are relatively small, we're aware that you might want to use them to enhance an existing project or to help you reach a wider audience. This answer tells the panel how much of a 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?

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

- 1) Attend a kick-off meeting and evaluation planning workshop for awardees and meet with other project leaders
- 2) Stay in touch with the Public Engagement Team and submit spending updates where requested
- 3) Complete the Project Learning and Impact Form at the end of the project.
- 4) Share their learning as widely as possible and participate in UCL Public Engagement Network activities

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 to publicengagement@ucl.ac.uk