

Public Engagement Funds

Practical examples from the University of Bath

Public Engagement funds at the University of Bath

The [Public Engagement Unit](#) at the University of Bath has developed three different funding awards for researchers. They are targeted to support different types of activity, and to engage researchers with different levels of experience.

This resource includes the guidance and application forms for each fund:

- **Public Engagement Start-Up Fund** is open for researchers at any level, including doctoral students who have identified community / special interest groups / organisations and non-academic individuals **with whom they have not previously engaged**. The funding can be spent on an activity or activities that might instigate future public engagement.
- **Public Engagement Initiator Fund** is open for researchers and experimental and technical staff at any level, including doctoral students, who wish to carry out small-scale or pilot public engagement to; support their learning about engagement, gain experience of engagement and develop their engagement ideas. This fund is particularly aimed at those researchers and experimental and technical staff with little or no experience of engagement with their research, and / or for reaching public groups that you may not have worked with in the past.
- **Public Engagement Progression Fund** is open for researchers and experimental and technical staff at any level, including doctoral students, who wish to advance their own public engagement practice. This is particularly aimed at those researchers and experimental and technical staff who have prior experience with public engagement and would like to develop their skills further.

Public Engagement Start-Up Fund – Call Guidance

Our **Public Engagement Start-Up Fund** is open for researchers at any level, including doctoral students who have identified community / special interest groups / organisations and non-academic individuals **with whom they have not previously engaged**. The funding can be spent on an activity or activities that might instigate future public engagement.

From projects that we have funded in the past, we have identified that fostering public engagement with research activities requires time and effort in building trust and relationships with the non-academic publics with whom you are looking to engage.

Activities should help create conditions for productive conversations about common research interests / challenges from which public engagement with research projects might arise. **This funding is not provided to conduct public engagement activities rather, to foster relationships that might lead to public engagement with research.**

Example Start-Up Fund activities include, but are not limited to:

- travel costs to meet the potential public partner(s)
- a networking meal
- venue hire for partnership-building activities
- attendance at a pre-existing networking event that includes the potential public partner(s)
- covering costs (e.g. time / travel) for the potential public partner(s) to meet with you

An application can cover one or more of the above activities or other relevant ideas not listed, but must not exceed £200. **The grant cannot be used to cover time for the researcher(s) involved.**

In the context of this funding call, the ‘public’ is defined as any person or group outside of academia.

A total pot of £2000 is available across the 2019/20 academic year. The call for the Start-Up Fund opens on **Tuesday 1 October** and will close on **Friday 10 July 2020** with applications considered on a rolling basis until all the funds are allocated. The Public Engagement Unit reserve the right not to allocate all the funds available. **Researchers are limited to one successful application per academic year.**

Applications are invited at any time and should be submitted to: public-engagement@bath.ac.uk with ‘Start-Up Fund’ in the subject line.

Who can apply?

This call is open to any member of staff in the Research & Education job families (any discipline or career stage) and doctoral students who are looking to engage the public with research. We welcome applications from all Faculties.

Doctoral students will need to secure permission from their supervisors in order to apply for this award.

Assessment Criteria:

- The researcher(s) must not have previously engaged with the non-academic public(s)
- Clear articulation as to why the researcher(s) wants to engage with the targeted public
- Clear description of the planned start-up activity
- Clear articulation of the ideal outcomes envisaged from the start-up activity

Assessment Process:

The call for the Start-Up Fund opens on **Tuesday 1 October** and will close on **Friday 10 July 2020** with applications considered on a rolling basis until all the funds are allocated,

Applications will be reviewed by the Public Engagement Unit and applicants will be advised of an outcome within two weeks of submission.

Successful applicants will be asked for a K account into which their grant can be transferred. If you do not have a K account, please speak to your Departmental coordinator or supervisor.

Reporting:

There is no official reporting process. However, a member of the Public Engagement Unit will contact you after the proposed deadline for your activities to see how they have progressed.

We might also request that you write a short blog piece about your Start-up Fund that can be shared on the [Public Engagement Unit blog](#).

Public Engagement Start-Up Fund – Application Form

Before completing this application form, please ensure you have read the associated *Call Guidance* document.

Name:			
Email:		Telephone:	
Department:		Job title:	

Tell us about your research in plain English (max 100 words)

Tell us about the public group(s) that you would like to engage with and why (max 150 words)

Give a brief outline of your proposed start-up activity / activities (max 150 words)

What outcomes do you hope to achieve from your start-up activity? (max 100 words)

Provide a budget breakdown (must not exceed £200)

Please confirm that you have not previously engaged with the public group(s) identified in this application.

I confirm that I have not previously engaged with this group

If you are a doctoral student, please give below the contact details for your supervisor and tick the box to confirm that your supervisor is aware of your application. It's important that you have secured their support to undertake this work.

I confirm that my supervisor is aware of my application

Supervisor name & contact details:

Please let us know a date by which you plan to have completed your start-up activity. We will contact you after this date to see how things have gone.

Please return your completed form to public-engagement@bath.ac.uk with 'Start-Up Fund' in the subject line.

We aim to advise you of an outcome with regards your application within two weeks of submission.

University of Bath Public Engagement Unit Initiator Fund - Call Guidance

Our **Public Engagement Initiator Fund** is open for researchers and experimental and technical staff at any level, including doctoral students, who wish to carry out small-scale or pilot public engagement to; support their learning about engagement, gain experience of engagement and develop their engagement ideas. This fund is particularly aimed at those researchers and experimental and technical staff with little or no experience of engagement with their research, and / or for reaching public groups that you may not have worked with in the past.

Examples of Initiator Fund activities include (but are not limited to):

- developing small-scale pilots of engagement activities to evaluate what works and does not for all involved
- trying out existing engagement activities (your own, or others) with new public groups or delivering in a different context
- developing your public engagement skills and practice by trying out new engagement methods or working with new public group etc.

An application can cover one or more of the above activities or other relevant ideas not listed, but must not exceed £500. **The grant cannot be used to cover time for the researcher(s) involved.**

In the context of this funding call, the 'public' is defined as any person or group outside of academia.

A total of £2,500 is available for this call. The Public Engagement Unit reserve the right not to allocate all the funds available.

Generally, we have found that projects of this scale usually take six months to develop and deliver, if you are planning a longer project please make the case within your application.

Who can apply:

This call is open to any member of staff in the Research & Education and Technical & Experimental job families (any discipline or career stage) and doctoral students who are looking to engage the public with their research. We would particularly encourage early career researchers to apply.

Doctoral students will need to secure permission from their supervisors in order to apply for this award.

We welcome applications from all Faculties but would particularly welcome applications from Departments within the Faculty of Science and the Faculty of Engineering and Design to ensure we are providing adequate support across all Departments.

Assessment Criteria:

- A clearly articulated link between current high quality research and the proposed engagement activity, a clearly defined public group and clear explanation of how the engagement will benefit the public group, research and / or applicant.
- A plan to evaluate the success of the project, including the evaluation tools to be used, must be included in the project bid.
- A clear and justified outline of the costs. This may include financial provision to enable external partners to be involved.
- A realistic project plan highlighting the feasibility of the project within the budget limits and the timescales outlined.
- Priority will be given to projects that clearly meet the needs of the local community.

Assessment Process:

Application forms must be emailed to public-engagement@bath.ac.uk **no later than 5pm on Thursday 9 April** with 'Initiator_Fund' in the subject line.

Applications will be reviewed by a panel made up of:

- The Public Engagement Unit
- Dr Sally Adams (Vice-Chancellor's Engage Award Winner 2019)

A member of the Public Engagement Unit will be in touch as to the outcome of your application the week commencing the 27 April.

Reporting:

All projects will be required to report their learning, outcomes and experiences to the Public Engagement Unit. Award holders will be expected to share their learning and experiences through events and formats that the Public Engagement Unit coordinate and manage.

A follow up meeting will be held on **Wednesday 2 December 2020** from **14:15 – 15:45** (room TBC) to allow successful applicants to feedback to each other and the Public Engagement Unit, share the learning that has resulted from their project and receive help and advice from the Public Engagement Unit for their final report.

Please keep availability for this date if possible. However, it will **not** affect your application if you are unavailable for one or both of these meetings.

There is an expectation that all successful applications will need to show how they will share their learning and outcomes from the project to their colleagues within departments and across the University. This could involve sharing learning from the projects at departmental meetings or University wide events such as the annual Engage Showcase.

Timetable:

Call Opens	Call Closes	Awards Start from	Reports Due by
Thursday 27 February	Thursday 9 April	Beginning of May	Wednesday 2 December

If you are considering an application, we would strongly encourage you to speak with a member of the Public Engagement Unit about your project prior to application submission. Please email the Public Engagement Unit via public-engagement@bath.ac.uk

University of Bath Public Engagement Initiator Fund – Application Form

Before completing this application form, please ensure you have read the associated *Call Guidance* document.

Project Title:		Name:	
Email:		Telephone:	
Department:		Job title:	

If applicable:

Name of Project Partner/Collaborator			
Email:		Telephone:	
Department or Research Centre:		Job title:	

Name of Project Partner/Collaborator			
Email:		Telephone (if known):	
Organisation:		Job title:	

Tell us about your research in plain English (max 150 words)

Please outline the proposed purpose or the reasons behind your public engagement activity

Please describe the proposed engagement project including, the links with your research, the public group you intend to engage, and their needs and the engagement approach being taken (max. 300 words)

Please outline the outcomes of the proposed engagement project including how the project will benefit the public group, your research and / or you as a researcher (max. 300 words)

Please detail your plans for evaluation of the project (max. 150 words)

Please detail how you will share the learning from the project (max. 150 words)

Provide detail and justify costs required (must not exceed £500)

If you are a doctoral student, please give below the contact details for your supervisor and tick the box to confirm that your supervisor is aware of your application. It's important that you have secured their support to undertake this work.

I confirm that my supervisor is aware of my application

Please send completed application forms to public-engagement@bath.ac.uk by 5pm on Thursday 9 April with 'Initiator Fund' in the subject line.

University of Bath Public Engagement Progression Fund – Call Guidance

Our **Public Engagement Progression Fund** is open for researchers and experimental and technical staff at any level, including doctoral students, who wish to advance their own public engagement practice. This is particularly aimed at those researchers and experimental and technical staff who have prior experience with public engagement and would like to develop their skills further.

Examples of Progression Fund activities include (but not limited to):

- expanding existing engagement activities (your own, or others) to new public groups or delivering in a different context
- developing a particular aspect of your own public engagement work
- developing public engagement leadership and facilitation skills or carrying out Faculty / Department / Research Group specific engagement activities
- small-scale pilots of innovative engagement activities to evaluate what works and does not for all involved

An application can cover one or more of the above activities or other relevant ideas not listed, but must not exceed £2500. **The grant cannot be used to cover time for the researcher(s) involved.**

In the context of this funding call, the public is defined as any person or group outside of academia.

A total of £10,000 is available for this call. The Public Engagement Unit reserve the right to not allocate all the funds available.

Generally, we have found that projects of this scale usually take 12 months to develop and deliver, if you are planning a longer project please make the case within your application.

Who can apply:

This call is open to any member of staff in the Research & Education and Technical & Experimental job families (any discipline or career stage) and doctoral students who are looking to engage the public with research.

Doctoral students will need to secure permission from their supervisors in order to apply for this award.

We welcome applications from all Faculties but would particularly welcome applications from Departments within the Faculty of Science and the Faculty of Engineering and Design to ensure we are providing adequate support across all Departments. We also particularly welcome applications made jointly with a researcher and an external partner who intend to work together for the project.

Assessment Criteria

- A clearly articulated link between current high quality research and the proposed engagement activity, a clearly defined public group and clear explanation of how the engagement will benefit the public group, research and / or applicant
- A plan to evaluate the success of the project, including the evaluation tools to be used, must be included in the project bid.
- A clear and justified outline of the costs. This may include financial provision to enable external partners to be involved.
- A realistic project plan highlighting the feasibility of the project within the budget limits and the timescales outlined.
- Priority will be given to projects that clearly meet the needs of the local community.

Assessment Process:

Application forms must be emailed to public-engagement@bath.ac.uk no later than 5pm on Thursday 31 October, with 'Progression Fund' in the subject line.

Applications will be reviewed by a panel made up of:

- The Public Engagement Unit
- Public Engagement Professional from an external Higher Education Institution
- Dr Frances Laughton (Vice-Chancellor's Engage Award Winner 2019)

A member of the Public Engagement Unit will be in touch as to the outcome of your application the week commencing the 11 November.

Reporting:

All projects will be required to report their learning, outcomes and experiences to the Public Engagement Unit. Award holders will be expected to share their learning and experiences through events and formats that the Public Engagement Unit coordinate and manage.

A launch meeting will be held on **Tuesday 7 January 2020** from **14:15 – 15:45** (room TBC) for all successful applicants.

A follow up meeting will be held on **Tuesday 12 January 2021** from **14:15 – 15:45** (room TBC) to allow successful applicants to feedback to each other and the Public Engagement Unit, share the learning that has resulted from their project and receive help and advice from the Public Engagement Unit for their final report.

Please keep availability for these two dates if possible. However it will **not** affect your application if you are unavailable for one or both of these meetings.

There is an expectation that all successful applications will need to show how they will share their learning and outcomes from the project to their colleagues within departments and across the University. This could involve sharing learning from the projects at departmental meetings or University wide events such as the annual Engage Showcase.

Timetable:

Call Opens	Call Closes	Awards Start from	Reports Due by
Tuesday 1 October	Thursday 31 October	Beginning of January 2020	Tuesday 26 January 2021

If you are considering an application, we would strongly encourage you to speak with a member of the Public Engagement Unit about your project prior to application submission. Please email the Public Engagement Unit via public-engagement@bath.ac.uk

University of Bath Public Engagement Progression Fund – Application Form

Before completing this application form, please ensure you have read the associated *Call Guidance* document.

Project Title:		Name:	
Email:		Telephone:	
Department:		Job title:	

If applicable:

Name of Project Partner/Collaborator			
Email:		Telephone:	
Department:		Job title:	

Tell us about your research in plain English (max 150 words)

Please describe the proposed engagement project including the purpose of the engagement and the links with your research, the public group and their needs and the engagement approach being taken (max. 300 words)

Please outline the outcomes of the proposed engagement project including how the project will benefit the public group, your research and / or you as a researcher (max. 300 words)

Please outline how the proposed engagement project will advance your public engagement practice with reference to your previous public engagement experience (max. 250 words)

Please detail your plans for evaluation of the project (max. 150 words)

Please detail how you will share the learning from the project (max. 150 words)

Provide detail and justify costs required (must not exceed £2500)

Please provide a timeline for your proposed project

If you are a doctoral student, please give below the contact details for your supervisor and tick the box to confirm that your supervisor is aware of your application. It's important that you have secured their support to undertake this work.

I confirm that my supervisor is aware of my application

Please send completed application forms to public-engagement@bath.ac.uk by 5pm on Thursday 31th October with 'Initiator Fund' in the subject line.