

**University of Manchester Wellcome ISSF Public Engagement Funding Schemes - Information for Applicants**

The University has been awarded Institutional Strategic Support Funding (ISSF) from Wellcome. In addition to supporting research, there are two funding schemes to support FBMH academic staff, post-docs, PSS staff and postgraduate students to develop and deliver public engagement activity on the theme of biomedical research and health.

The purpose of this funding is to facilitate imaginative and innovative public engagement e.g. engaging new and diverse audiences, delivering novel activities, combining arts and sciences. We encourage all applicants to shape their ideas for activities with a good understanding of the target audiences they wish to engage. If you are applying for an Established Engagement grant and you think your project would benefit from additional development work e.g. establishing relationships with partners, or pilot projects to test out new ideas with audiences that are not typically reached through traditional engagement activities, we'd encourage you to apply for initial funding via the Emerging Engagement scheme. Cross-faculty collaboration is strongly encouraged and joint applications with colleagues in the Faculty of Science and Engineering or the Faculty of Humanities will be given priority.

There is a third funding scheme to support professional development related to public engagement open to staff and postgraduate students from all faculties.

The three grant schemes, as below, run two funding rounds per year. **The deadline for submissions to round 2 is Monday 11<sup>th</sup> March 2019.** Decisions will be announced by 5th April 2019.

<b>Scheme 1: Emerging Engagement - up to £500</b>	<b>Scheme 2: Established Engagement - up to £3000</b>	<b>Scheme 3: Professional Development - up to £2000</b>
<p>For individuals or groups with limited experience of public engagement or for pre-project activities. Applicants must include at least one FBMH staff member or postgraduate student</p> <p>No requirement to match fund</p> <p>For example, to fund the creation of imaginative activities to communicate research or to fund pre-project activities to develop ideas with target groups.</p> <p>Successful applicants will receive support with idea development, planning and logistics and evaluation</p>	<p>For individuals or groups who are experienced in public engagement. Application must be led by an FBMH member of staff</p> <p>Requirement to provide matched funding for the full amount requested</p> <p>For example, to fund a large creative and/or collaborative project to engage underserved audiences with research</p> <p>Successful applicants will receive support with evaluating impact and delivering a legacy</p>	<p>To support professional development related to public engagement. Open to staff and postgraduate students from all faculties</p> <p>No requirement to match fund</p> <p>For example, to fund attending a public engagement course, or to facilitate a placement at a relevant organisation</p> <p>Successful applicants will receive support with writing applications for further public engagement funding, identifying or arranging a placement and mentoring</p>

### **Help with applying**

Applicants are encouraged to discuss their ideas and seek guidance at an early stage by contacting any of the following:

- Public Programmes Team, [publicprogrammes@mft.nhs.uk](mailto:publicprogrammes@mft.nhs.uk) or 0161 276 3215
- Social Responsibility and Public Engagement Manager, FBMH, [hawys.williams@manchester.ac.uk](mailto:hawys.williams@manchester.ac.uk) or 0161 3066797
- Social Responsibility Manager, Humanities, [Claire.lloyd@manchester.ac.uk](mailto:Claire.lloyd@manchester.ac.uk) or 0161 275 5183
- Social Responsibility Manager, FSE, [Daniele.Atkinson@manchester.ac.uk](mailto:Daniele.Atkinson@manchester.ac.uk)

### **Schemes and conditions**

Please note applicants for all schemes must gain approval from their supervisor/ manager before applying where applicable.

### **Scheme 1: Emerging Engagement Grants**

Applications will be assessed on the following criteria:

1. At least one applicant is an FBMH member of staff or postgraduate student
2. The activity has a clear connection with biomedical or health research
3. Evidence of a realistic plan to achieve stated aims and evaluate impact
4. Use of creative and interactive approaches designed for the target audience
5. A defined target audience, for example; community groups, patients, parents, children, young adults, on-line communities, under-represented / under-served groups, healthcare professionals, carers etc.
6. Fully costed budget, demonstrating value for money

### **Conditions for successful applicants**

- To spend funds within one year of the award
- To write a blog post about their experience and the outcome of their public engagement activity which will be posted online through the ISSF webpages and may feature on relevant University of Manchester webpages, such as [engagement@manchester](mailto:engagement@manchester) and [policy@manchester](mailto:policy@manchester)
- To participate in the evaluation process of the grant scheme

### **Scheme 2: Established Engagement Grants – for projects that have matched funding**

Applications will be assessed on the following criteria:

1. Principal applicant must be an FBMH member of staff
2. The activity has a clear connection with biomedical or health research
3. Evidence of an ambitious approach supported by a realistic plan to achieve stated aims and evaluate impact
4. Use of imaginative approach that will engage the target audience, raise broader public awareness and stimulate dialogue
5. A defined target audience (for example, community groups, patients, parents, children, young adults, on-line communities, under-represented / under-served groups, healthcare professionals, carers etc.)
6. A budget for the total cost of delivering the activity, demonstrating value for money

## ISSF Public Engagement Grant Scheme call for applications

7. Matched funding in place or a clear plan to secure funds
8. A stated legacy from the funding

### **Conditions for successful applicants**

- To spend funds within one year of the award
- To write a blog post about the impact and legacy of their public engagement activity which will be posted online through the ISSF webpages and may feature on relevant University of Manchester webpages, such as [engagement@manchester](mailto:engagement@manchester) and [policy@manchester](mailto:policy@manchester)
- To participate in the evaluation process of the grant scheme

### **Scheme 3: Professional Development Grants**

The maximum award is £2000; however submissions for smaller amounts are welcome. Please note conference attendance cannot be funded.

Applications will be assessed on the following criteria:

1. Evidence of how the professional development opportunity will support public engagement within the applicant's research or career
2. Clear and realistic aims for the professional development opportunity and how the impact will be evaluated
3. A fully costed budget, demonstrating value for money
4. Details of how the activity will support the University of Manchester's wider public engagement and/or social responsibility work

### **Conditions for successful applicants**

- To spend funds within one year of the award
- To write a blog post about the impact of their professional development on their public engagement activity which will be posted online through the ISSF webpages and may feature on relevant University of Manchester webpages, such as [engagement@manchester](mailto:engagement@manchester) and [policy@manchester](mailto:policy@manchester)
- To participate in the evaluation process of the grant scheme

### **Assessment procedure and post-award process**

Applications will be assessed by the ISSF Public Engagement Grants Advisory Group and the ISSF Oversight Committee. Details of successful projects will be published via the [ISSF webpages](#).

Awardees are required to acknowledge ISSF and Wellcome funding as part of their activities. All publications benefitting from ISSF funding are required to acknowledge ISSF funding in the publication. Awardees are required to submit a blog post progress report at the end of the public engagement activity which will inform the University of Manchester annual report to Wellcome.

### **Submitting an application**

**Applicants should strictly adhere to the details listed below and refer to the assessment criteria of the relevant grant scheme.**

**Applications must be sent to [publicprogrammes@mft.nhs.uk](mailto:publicprogrammes@mft.nhs.uk) by 11<sup>th</sup> March (23:59) 2019**

### **Application format**

Please complete the relevant application form observing the stated word limits and not exceeding two pages in total. Please use font Ariel 10 pt. and submit your application as a Word document.

**Please note:** applications that exceed the stated word limits and/or two sides of A4 will not be reviewed.

### **FAQs**

#### **1. Who should I contact for support and advice?**

Applicants are strongly encouraged to make contact with any of the people listed above at the initial stages of their application to make sure their application meets the requirements of the appropriate scheme and for the applicant to benefit from support available. Please make contact in advance of the funding deadline to ensure that we have sufficient time to respond.

#### **2. What should my budget include?**

Please provide detail so that the grant committee can clearly understand how the budget will be spent. Include all costs required to deliver your activity, e.g. transport, venue hire, materials, equipment etc. Applicants can include within their budget costs to cover a professional's time, (e.g. the daily rate of an artist or freelancer). However, core University staff costs cannot be covered.

#### **3. What sources of match funding can be used for Scheme 2?**

Matched funding could be sourced from Faculty funding, such as each Faculty's *Engaging Our Communities* funds, or via external public engagement grants. University of Manchester staff time cannot be included as match funding. Please contact the Public Programmes Team if you have queries about eligibility of matched funding.

#### **4. How do I explain my budget with matched funding for Established Engagement Grants?**

You need to show the total costs for the activity i.e. including the ISSF funding and matched funding. Therefore, if you are requesting £1500 from this scheme for a project that costs £3000, your budget needs to show the full amount.

#### **5. Do I have too much public engagement experience to apply for the Emerging Engagement scheme?**

The Emerging Engagement scheme is to help individuals and groups to develop their experience in public engagement. For some this might be the opportunity to create a public engagement activity based on their research for the first time. For others it might be the opportunity to lead on a small project for the first time. For others it might be to develop ideas for a larger project with a target audience.

#### **6. Can I apply for two schemes within one funding round?**

Applicants for schemes 1 and 2 may also submit a separate application for scheme 3. However, applications to different schemes should be distinct and standalone.