

ENABLING FUND FOR PUBLIC ENGAGEMENT USING REMOTE METHODS

Terms & Guidance

What is the scheme intended to support?

The scheme is intended to support staff and students to develop and deliver public engagement activities, based around an area of campus science or research, using remote means. Projects should reflect quality and innovation, while strictly adhering to the social distancing and wellbeing instructions from the [UK Government](#). It is a competitive fund offering awards of up to £1,500.

Examples of events that can take place remotely might include:

- Original, one-off, online events online such as discussions, workshops, or demonstrations
- Citizen science style projects
- Collaborative projects that work with community groups or cultural partners
- Creating education or informal learning materials for home learning

Given the unique backdrop for this edition of the Enabling Fund, we have relaxed some of our usual criteria while introducing some bespoke elements. In particular, we will look for:

- Activities that can be developed and delivered within a relatively short time frame (a few weeks to months) in order to likely coincide with the current period of social distancing
- Ideas that explore digital communication tools and platforms
- Activities that encourage dialogue and discussion as opposed to one-way delivery
- Ideas that aim to sustain relationships with existing audiences, for instance in our education, STEM Ambassador or Campus experience programmes
- Activities that are simple and easy to access
- Projects that promote equality and diversity in the course of planning and delivery
- Proposals that suggest ways to measure the activity's desired outcomes
- Ideas that reflect safe practice with participants for online activity (see our [guidance document](#)).

What are eligible costs?

The fund is intended to cover costs directly associated with the development and delivery of the public engagement activity. Some examples of acceptable costs are provided below:

- ✓ Materials required to develop and deliver the idea, which can include software or online tools
- ✓ Subscription or hiring costs
- ✓ Support costs to enable reach and access with underserved audiences
- ✓ Publicity and marketing associated with the activity

The following examples are NOT what the fund is expecting to cover:

- ✗ Projects that are part of a research project's usual programme of activities
- ✗ Projects where our support does not significantly enhance the activity
- ✗ General staff, catering and hospitality costs
- ✗ Purchase of equipment such as laptops and cameras
- ✗ Funds for doing research

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Who can apply?

Anyone who works at the Wellcome Genome Campus can apply.

When and how do I apply?

Applying to the fund is via a simple two-page form you can download from the 'Enabling Fund' page on the public engagement website: www.wgc.org.uk/engage.

Fine print

The Enabling Fund has been created to be as quick and easy as possible to apply for, leaving the maximum time for applicants to think through and create their great public engagement ideas. However, there are a few terms and technical points applicants should take note of ahead of applying. These are highlighted in the list below:

- Proposals must adhere to the social distancing and wellbeing instructions from the [UK Government](#).
- Applications are only accepted using the application form which is downloadable from www.wgc.org.uk/engage. The form is a fillable PDF that everyone with Acrobat Reader should be able to work with. Please report any technical issues in good time to engage@wgc.org.uk
- Applicants should consider any ethical or safeguarding issues raised by the project and demonstrate plans to address these. This may include working with children or vulnerable adults or activities addressing the health of participants. We have created a special guidance document for online safeguarding and good [practice](#).
- Projects that involve collecting personal medical data, medical diagnosis or invasive procedures will not be funded.
- During this period, no materials should change hands as part of the project e.g. for activity design or publicity and marketing.
- Applicants should consider their audiences and ensure balance between what is novel and innovative compared with what is realistic to achieve. General '[Thinking of your Audience](#)' tips are available on the public engagement website.
- Applicants should consider evaluation of their activity. Hints and tips for '[Evaluating your activity](#)' are available on the public engagement website and the [National Coordinating Centre for Public Engagement](#) website.
- Applicants should consider the legacy of their project to the wider ambition to build a culture of public engagement across campus. For example, can any new techniques, approaches or resources be shared with others? Could any live events be recorded and shared online? The Public Engagement team can advise on how to reflect and cost such considerations.
- It is suggested that applicants discuss their plans with their line manager.
- Applications will be assessed by a panel comprising of internal representatives from genomics public engagement and equalities backgrounds.
- Applicants will be notified if their application is successful within three weeks of the deadline. Projects must be delivered within nine months of this notification.
- Unsuccessful applicants will be offered feedback and are eligible to resubmit in future rounds.
- Successful applicants may also be offered feedback on their project and in some cases, funding may be conditional on some specific areas being addressed.

The Wellcome Genome Campus Public Engagement Team. April 2020

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- Funding will be made available to successful applicants through the generation of a project budget code that the lead applicant can access. Authorisation of transactions will rest with the Public Engagement financial administrator and any unspent monies at the end of the project spend period will be transferred back into the Enabling Fund budget for future use.
- Successful applicants are required to submit a brief report upon completion. A template for this will be provided by the Public Engagement team.
- Successful applicants who complete their projects and wish to develop their activity further will be eligible to reapply to the Enabling Fund. However the new proposal will have to demonstrate how the project is building on evaluation carried out and demonstrate development of the first phase rather than just 'more of the same'.
- By submitting an application to the Enabling Fund, applicants are consenting to having their successful projects showcased in wider campus information channels. This includes promotional materials, press and social media, case studies for the Public Engagement website, features for the Connecting Science newsletter and exemplars in reports to funders. This may involve project leads or teams being interviewed or filmed where appropriate.

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