**Community Science Seed Fund**

**2021 APPLICATION FORM**

**Please make sure you have read through the guidance notes before submitting your application form. We are happy to discuss any questions about the application process by email at** **naomi.bartlett@imperial.ac.uk****, by phone on +44 (0)7708 326 342 or by attending one of our advice sessions on Tuesday 1 June at 11:00 or Tuesday 8 June at 18:00. Both sessions will be held on Zoom and the link will be sent out with your booking confirmation. Contact Naomi to get booked onto one.**

**Deadline for submission: 18 June 2021**

**Successful applicants must attend an initial training session on 5 July 2021 at 18:00.**

If you aren’t able to print the documents, please get in touch with Naomi to make alternative arrangements.

**Application forms and video submissions can be submitted in the following ways;**

* Emailed back to Naomi at **naomi.bartlett@imperial.ac.uk**
* Dropped off at The Invention Rooms, 68 Wood Lane, White City, London W12 7RH
* Posted to Naomi Bartlett, The Invention Rooms, 68 Wood Lane, White City, London W12 7RH

If you have posted your application or want to drop your application off at The Invention Rooms, please contact Naomi beforehand to make arrangements, as we are not open as usual – **+44** **(0)7708 362 342 /** **naomi.bartlett@imperial.ac.uk**

One supporting document is allowed per application (no more than one A4 page in length) that provides further information, images, diagrams etc. to help illustrate your proposal.

**Section 1: Contact details**

1. **Your Name:**
2. **Name of your organisation or the organisation that will hold the funds for you (if you are applying as an individual or are under 18):**
3. **Email:**
4. **Contact Number:**
5. **Address:**

**Postcode:**

1. **Website (if applicable):**

**Section 2: The project**

1. **What is the name of your project?**
2. **Please give a short description of your project (max. 200 words)**
3. **Is this a new or existing project? If your project already exists, can you tell us what new, innovative or scientific element you will introduce?**
4. **Where will your project take place?**
5. **When will your project start and how long will it run for?**
6. **Who is your project aimed at? (max. 200 words)**
7. **How will you ensure your project engages audiences who are underrepresented in science, technology and/or engineering?**
8. **How will you engage the above audience?**
9. **What need(s) are you trying to meet with your project? (max. 150 words)**
10. **Can you detail the science/technology/engineering element of your project? (max. 150 words)**
11. **How will your project be delivered during the uncertainty of the COVID pandemic, and how it can be adapted should we go into another lockdown? For example, how will your sessions be delivered online or to those without access to technology?**
12. **Who are your existing connections and/or partners who will support the development and implementation of the project? Please indicate if your partner/s have agreed to support your project if you are successful**
13. **How will you monitor and evaluate your project? – For example, attendance numbers, case studies, questionnaires etc. (max. 200 words)**
14. **What are you hoping to do after the funding for your project ends? How is your project sustainable or can you signpost participants to other similar projects? (max. 150 words)**

**Section 3: Funding**

1. **How much funding would you like to apply for (max. £2000)?**
2. **Is this the full cost of the project? If not, where will the rest of the funds come from?**
3. **Have you received any previous funding for your project? If so, please provide details (including who funded the activity, amount received, activities funded)**
4. **Please give us a breakdown of how you would use the funding:**

 **(for further details on what funding can be used for please see the guidance notes)**

|  |  |
| --- | --- |
| **Item**  | **Amount** |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total**  |  |

1. **If you are applying on behalf on an organisation, can you confirm its turnover is less than £500,000 per year?**
2. **If you are under 18 or applying as an individual, please nominate an organisation to accept the fund on your behalf and tell us their relationship to you.**
3. **What non-financial support might you need to assist you with your project?**

**Further information**

**If there is any further information you would like to provide to support your application, please let us know here:**

**(You are welcome to attach a supporting document – max 1 A4 page – please ensure that it is attached securely, and the name of the project/organisation is clearly stated)**

**Signatures**

**I can confirm that the information provided above is true and accurate to the best of my knowledge.**

**Signed:**

**Date:**

**Extra information: Please note that contact information for the project will be requested and made public if your application is successful.**