

## Community Science Seed Fund

### 2021 GUIDANCE NOTES

#### **Welcome to the Imperial College Community Science Seed Fund!**

Imperial College London is a top ten university with a world-class reputation in science, engineering, business and medicine.

As part of our programme of community engagement around our White City Campus, we are launching the third round of the Community Science Seed Fund. The fund, which was co-designed by local residents in 2019, seeks to encourage and support residents and community organisations in the north of Hammersmith and Fulham and North Kensington looking to establish new community science projects through seed funding.

We are looking to seed projects which will inspire and engage residents, with the aim of increasing participation in informal science activities in the local area. We believe science is an exciting and vast subject that has something for everyone, and our previously funded projects have reflected this. We have funded projects around mindfulness, climate change and stand up comedy!

**The closing date for applications is Friday 18 June 2021.** Guidance information on the application process can be found below.

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

#### **Aims:**

The Community Science Seed Fund aims to:

- Assist local groups and residents in sharing the wonder of science and technology with their local communities
- Utilise the benefits of informal science learning to inspire our neighbours from all backgrounds and ages
- Create opportunities for Imperial academics and local residents to work together
- Help embed Imperial College London as a community asset in the local area

#### **Funding:**

Individuals and groups can apply for up to £2,000, but we can be flexible to accommodate larger proposals for exceptional projects.

We will be looking to fund 7 projects this year.

Successful applicants will be asked to comply with the 'conditions of grant' below and sign a grant agreement before funds can be transferred.

Grantees will also be required to complete an evaluation form, support will be available to help with this.

## Eligibility:

1. The applicant must not be a member of Imperial College
2. The project must have a science/technology/engineering theme
3. The principal applicant must be a community group or local resident based within a one-mile radius of the White City Campus and the project must take place within this area



4. Applicants should have a bank account in their name or the group or organisation
5. If you are applying as an individual or are under 18, you must have a bank account in the name of the group or organisation that will hold the funds for you
6. The Project must engage local residents
7. Projects should aim to focus on traditionally underserved communities who are less likely to engage in 'traditional science' activities.
8. We are interested (but not limited to) funding projects which are responding to needs arising from the impact of COVID-19 and subsequent lockdowns.
9. Projects must be able to demonstrate plans for delivery both face to face and in lockdown.
10. Projects must be delivered over the summer 2021 period, between July and October.

## How to apply:

### Online

Fill in our online form on our [website](#)

### Video

If you would like to submit a video application, please verbally answer all the questions on the application form which you can find online [here](#)

Video applications should be sent to: [naomi.bartlett@imperial.ac.uk](mailto:naomi.bartlett@imperial.ac.uk)

Please ensure that you include your name and contact details in your email to us.

You may receive a follow-up phone call regarding your video.

## Application submission

The application form is also available to download from our [website](#).

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

- Emailed back to Naomi at [naomi.bartlett@imperial.ac.uk](mailto: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 the form off at The Invention Rooms, please contact Naomi beforehand to make arrangements as we are not open as usual - **07708362342** / [naomi.bartlett@imperial.ac.uk](mailto: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.

**All application forms and documentation must be submitted by midnight 18 June 2021.**

## Deadlines

<b>Applications open</b>	<b>24 May 2021</b>
<b>Advice sessions</b>	<b>1 June, 11:00 8 June, 18:00 Both held on Zoom</b>
<b>Closing date for applications</b>	<b>18 June 2021</b>
<b>Applicants are informed of the Awarding Panel's decision</b>	<b>Week commencing 28 June 2021</b>
<b>Initial training session for successful applicants</b>	<b>5 July, 18.00 The Invention Rooms, White City</b>
<b>All paperwork to be returned for successful applicants</b>	<b>5 July</b>
<b>Projects completed and evaluated (approx.)</b>	<b>July – October 2021</b>

## Advice sessions

We will be holding two drop-in advice sessions to support applicants on Tuesday 1 June at 11:00 and Monday 8 June at 18.00. We strongly advise you to attend one of these sessions before submitting your application.

The advice sessions will be held on Zoom; please email Naomi to book onto one of the sessions – [naomi.bartlett@imperial.ac.uk](mailto:naomi.bartlett@imperial.ac.uk); a link will be sent out once your booking is confirmed.

## Review of applications

Applications that meet the eligibility criteria will be considered by an independent selection panel which will have representation from local residents, community organisations and Imperial College London using the below criteria.

## Criteria

Applications will be reviewed by the panel against the following ten criteria:

1. Realistic – does your project have clear aims? Can these realistically be achieved?
2. Innovative – if you currently deliver this project, what's new about it?
3. Targeted – who is your project aimed at? Why is your project needed?
4. Engaging – how will you reach out to and connect with your audience?
5. Science – is the science learning element clear? How or who will deliver the science element of your project, have you reached out to any partners?
6. Impact – how will your project benefit the local community?
7. Evaluation – how will you measure the success of your project?
8. Sustainability – If the project is successful and well received, what steps will you take to ensure that the project continues?
9. Diversity – does your project seek to engage audiences who are underrepresented in STEM?
10. Covid-19 response – is your project adaptable with the current COVID restrictions or should we go into lockdown? (Projects responding to the impact of COVID-19 will be prioritised)

## Conditions of grant:

- The grant must only be used for the activities set out in the application form and in accordance with the criteria
- The grant must not be used to fund expenditure that has already been made or to clear debts

- The grant must not be used for activities which discriminate on the grounds of gender, gender identity, race, religion or belief, sexual orientation, age, or disability
- The grant must not be used for activities that promote a religion or a political party
- Grantees must sign a grant agreement form
- Grantees must attend an initial training session on 5 July 2021 at 18:00 at The Invention Rooms
- Grantees must submit evidence of their spending when requested
- Grantee must complete an evaluation of the project once the delivery period has ended
- Grantees must comply with any relevant legislation that affects the project, e.g. health and safety, safeguarding of children etc.
- Grantees must tell us if they anticipate that they will have grant money left over at the end of the delivery period

**If you have any questions about the application process, please contact Naomi at: [naomi.bartlett@imperial.ac.uk](mailto:naomi.bartlett@imperial.ac.uk) or call us on +44 (0)7708 326 342.**