



Outreach Fund - Small Grants

1. Before you start

Our Outreach Fund remains open and welcome to applications.

Coronavirus (COVID-19): information for grant applicants and grant holders:

We recognise that during this period the nature of projects and delivery mechanisms may need to be revised and that individuals and organisations may choose to use this period to either reflect and evaluate current activity or develop new initiatives. In response to this and the changing needs of the community we are relaxing our restrictions to funding, in particular those costs associated with salary and freelancers fees. In addition, to lower barriers to funding we are increasing the upper limit of the small grant scheme to £5,000 and moving to consider applications for small grants on a monthly basis, our first deadline is 11th May. Please visit our website for further details on applying during this period or get in touch with the team.

Before completing your application, we recommend you read our eligibility and criteria guidelines on [our website](#) and the guidelines that accompany each question.

Please note that grants should be for up to £5,000 and will only be awarded to projects taking place in the UK and Republic of Ireland. All projects must take place within the grant period as shown on our website. If you have any questions about completing the form please get in touch with us at outreach@rsc.org or by calling 01223 438392 or 01223 432209.

The application form may take 45 - 60 minutes to complete. Word count guidance is provided where appropriate but please be clear and concise for all your answers. You can save a partially completed application form and return to it later. Once you have submitted your application you will not have any further opportunities to amend it. You should expect to hear the outcome of your application within 2-4 weeks of the close of applications.

Important: we can only accept applications from people over the age of 18.

2. Applicant details

Contact details Please provide the main applicant's contact details. This is the person who will be responsible for receiving any grant money awarded and signing the grant agreement. They will also be responsible for reporting back to us. Please check that the information below is correct *

Title: *

First Name: *

Last Name: *

Telephone number: *

Email: *

Are you a member of the Royal Society of Chemistry? *

- Yes
- No

Are you applying as an individual, or on behalf of an organisation? Please note that you do not have to be affiliated with an organisation in order to apply to the Outreach Fund. *

- As an individual
- As an organisation (please specify):

Are you applying in collaboration with or as part of an RSC Member Group? *

- No
- Yes (please specify):

Please indicate the grant that you are applying for: *

- Schools Engagement
- Public Engagement

3. Project details - Schools Engagement

Project Title *

Project Summary Describe your project in 250 words, please include who the audience is for your project, how many people you hope to engage with and what you aim to achieve. You will be asked to provide further detail about each aspect later in the application process. This information will be used in future communications should your grant application be successful. *

Project Description Please provide a clear and concise description (approx. 500 words) of your planned project. This must include, overall aims, a brief description of what you are planning to do, timeframes You also need to demonstrate how your project meets the following criteria: provide students with opportunities to explore chemistry through local contexts, AND/OR demonstrates career opportunities and develop employability skills, AND/OR provides opportunities which would not normally be accessible to the students taking part, e.g. for hard-to-reach student audiences. The panel will use the information provided in this section to determine whether the project meets the objectives and criteria of the Outreach Fund. *

Key Project Dates Please provide information with: when your project will take place known key dates of your project If these are not known then please provide an approximate breakdown of the timings of your project *

Please identify any issues you may need to manage in relation to your project For example: safeguarding, health & safety, copyright and funding shortfalls

Where will your project take place? Please include the names of venues, towns, cities or geographical regions where your activity will take place. *

Who is the target audience and what is the reach of the project? How many students, teachers and schools will you engage with during your project? *

Why is your project relevant to this audience? Please provide details as to how the audience of your project meets with the criteria of the Outreach Fund in no more than 300 words. *

Who will be delivering your project and what is their role? This should include all staff, volunteers, project partners, chemists and RSC members involved. *

What area(s) or themes related to chemistry will your project include? *

How will you evaluate your project? Please outline the objectives of the project and how you intend to evaluate each aspect to determine whether it has been a success. Approx. 400 words maximum. *

You can use this space to provide further information that will support your application. Please tell us in no more than 300 words why you think your project is important, including any evidence about demand for the project in your area and the relevance of the project to your target audience. The panel will also look favorably at evidence that you have considered the legacy of your project and given due consideration to any future development and sustainability of the project beyond the grant period. It's particularly important that previously successful grant applicants use this space to detail the development of their activity in relation to the previously funded project. *

4. Project details - Public Engagement

Project Title *

Project Summary Describe your project in 250 words, please include who the audience is for your project, how many people you hope to engage with and what you aim to achieve. *

Project Description Please provide a clear and concise description (approx. 500 words) of your planned project. This must include, overall aims, a brief description of what you are planning to do, timeframes You also need to demonstrate how your project meets the following criteria: increase chemists' visibility as approachable people AND/OR increase the publics' confidence in discussing chemistry AND/OR demonstrate the relevance of chemistry to everyday interests and concerns. The panel will use the information provided in this section to determine whether the project meets the objectives and criteria of the Outreach Fund. *

Key Project Dates Please provide information with: when your project will take place known key dates of your project If these are not known then please provide an approximate breakdown of the timings of your project *

Please identify any issues you may need to manage in relation to your project For example: safeguarding, health & safety, copyright and funding shortfalls

Where will your project take place? Please include the names of venues, towns, cities or geographical regions where your activity will take place. *

Who is the target audience and what is the reach of the project? How many people will you engage with during your project? *

Why is your project relevant to this audience? *

Who will be delivering your project? This should include all staff, volunteers, project partners and RSC members. *

What area(s) or themes related to chemistry will your project include? *

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5. Finances

What is the total cost of your project? This should be provided in GBP (£). *

Is there a charge for your event/activity? Please provide in GBP (£) any expected income from your project.

How much are you applying for from the Royal Society of Chemistry? Please provide in GBP (£). Please note, funding is available between £500 and £2,000. *

Please provide a breakdown of the funding that you are requesting and how it will be spent. The panel needs to see what the grant will be covering and will look at whether the costs are good value for money with respect to the project. You are provided with a table and we ask that you categorise costs in relation to your budget. Please provide any further detail in the comment box provided. The total costs funded by the Outreach Fund Small Grant should equal the amount that you have requested in the previous question. Please ensure that you check our website for a list of items that will not be funded by the Outreach Fund. If you would prefer to upload your own budget, for example a spreadsheet, there is space to do this at the bottom of this page.

Cost	Specific purpose	Funded by

Total cost of project
Cost funded by Outreach Fund Small Grant

Further detail:

If you have applied for funding from any other sources please tell us whether an application has already been submitted, whether the funds have been secured and how you will use the funds. *

Please provide us with further information about any other partners involved in the support and delivery of the project.

Please upload any supplementary material that you believe may assist your application. Supplementary documents may include, but are not limited to, detailed budgets and confirmation of from other funding sources.

- File: `{{filename}}` [delete](#)

Choose File

6. Your experience

Please tell us briefly about your background and any relevant experience that you have in delivering public or schools engagement projects. This is your opportunity to tell us more about yourself, your background and any relevant experience that you have developing and delivering public and schools engagement events and activities. For non-members this space should be used to demonstrate your expertise in public or schools engagement and science communication. *

Have you or your organisation previously applied to the Outreach Fund or other RSC funding streams for similar projects? This includes any applications that you intend to submit during the same funding cycle and any applications for which you have not yet heard a decision. There is no limit on how many times you are entitled to apply to the fund. *

Yes

No

Please provide us with further details of your previous application(s) to the Royal Society of Chemistry

	Name of lead	Project name	Year of application	Successful/Unsuccessful
Application 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Application 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Application 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Application 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Application 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

7. Outreach Fund - data collection

Please complete the information below, this will not be used to assess your application but will be used in the overall evaluation of the Outreach Fund. The information collected in this section will not be used to assess your application but will be used in the overall evaluation of the Outreach Fund. If anything appears in this section that you feel we should know and should inform the assessment panel please ensure that it is included in the main body of your application.

Please indicate the key types of activity involved in the project: Please mark all the relevant activities *

Debate

Dialogue/discussion

Exhibition

Festival

Hands-on activity

Lecture

- Science Show
- Training
- School Event
- Online activity
- Performance
- Storytelling
- Science Fair/Festival
- Workshop
- Lecture
- Arts
- Other (please specify):

Do you expect your audience to have prior interest or background in chemistry? *

- Yes
- No

Age(s) of target audience: Please mark all that apply. *

- Under 5
- 5 - 10
- 11-14
- 15-18
- 19-25
- 26-40
- 41-65
- 65+

Type(s) of audience targeted: Please mark all that apply. *

- STEM clubs
- After school clubs
- Single class
- Multiple classes
- Single school

- Multiple schools
- Students in Primary education
- Students in Secondary education
- Children outside the classroom
- University students
- Independent adults
- Families
- Community groups
- Hard to reach groups (please describe)

Other (please specify):

Where did you hear about our Outreach Fund? Please mark all that apply. The information that you provide will ensure that we are able to improve our communication strategy. *

- via RSC News
- via RSC Grapevine
- via our website (www.rsc.org)
- via a mailing list (e.g. PSCI-COM)
- via a member of our staff (this includes Education Coordinators and Regional Programme Managers)
- via Facebook
- via Twitter
- via a previous applicant
- Other (please specify):

8. Data protection

GDPR Please tick this box to acknowledge that: you have read, understood and accept our terms of use. we need to collect and manage your personal data in order to provide this service. Our privacy statement explains how we do this. The application procedure requires that we collect and process personal data about you, such as your email address. We will be processing you data under the basis of legitimate interest. If you object to us processing your data for this purpose, or would like your application to be withdrawn for any other reason, please contact us as soon as possible. Data will be treated sensitively, with strict confidentiality by RSC staff and the judging panel, and in accordance with the terms of data protection legislation. *

I consent to having the Royal Society of Chemistry store my information so that they can respond to my application

DRAFT