

## ESRC Festival of Social Science 2020 application guidance – Bournemouth University

Please read these guidelines before you apply for funding. Complete the application form and send it to [publicengagement@bournemouth.ac.uk](mailto:publicengagement@bournemouth.ac.uk) by midnight on Friday 26 June.

Bournemouth University works in partnership with the ESRC to deliver several events each year as part of the ESRC Festival of Social Science. Applications are handled by BU and assessed by an in-house panel, please do not submit your application directly to the ESRC.

Applicants are welcome to apply for sponsorship for more than one event, although a separate application form must be submitted for each event.

### COVID-19

At the time of running this call for proposals, it is unclear whether in-person events will be possible or practical at the time of the festival in November. As a result, we have changed our requirements for proposals for 2020. You may propose either;

- An online-only event, which can be delivered regardless of whether measures restricting events are still in place or have been lifted.

OR

- An in-person event, with an online-only backup plan.

We hope that in-person events will be possible by November, but we currently cannot predict this. We welcome proposals for in-person events, but we require that you also propose an online alternative in the provided box, so that your event may still be delivered in some form.

Several elements of in-person events tend to require earlier planning than online events; including venues, catering and equipment. It can be very difficult to plan and arrange these at short notice. This is why, if you're at all considering an in-person event, we ask you to provide plans at this stage, rather than rushing to decide them at a point of in-person events becoming possible.

We aim to have many types of activities. Nationwide, these have previously included film screenings, virtual activities, hands-on activities, debates, outdoor events, seminars, workshops and exhibitions. [Evaluations of previous festivals](#) by the ESRC are a good source of ideas. [Previous events at BU](#) are covered on the Research Blog.

## Aims and objectives of the Festival

### The ESRC Festival of Social Science aims to:

- encourage, support and create the opportunity for social science researchers to engage with non-academic audiences
- promote and increase awareness of social science and ESRC-funded research
- promote and increase awareness of the contributions social science makes to the wellbeing and the economy of UK society
- enable the public to engage with social science research
- engage with teachers and young people to raise their awareness of social science.

### Bournemouth University would like to see events:

- held in the Bournemouth/Poole/Christchurch area, engaging groups from the local community that don't typically interact with the University
- to engage policymakers, businesses and other key professional stakeholder groups with our social sciences research
- that use creative and innovative approaches to engaging audiences

## Applicant guidelines

### Who can apply?

Applications are open to BU researchers based in the UK, and may involve any outside partners. Applicants need not be social science researchers, but the planned event/activity must feature BU social science research.

### Events must:

- be held during the ESRC Festival of Social Science (**7-14 November 2020**)
- fit with the aims and objectives of the Festival
- feature social science (ideally with a social scientist involved in the event)
- be free to attend
- not be aimed primarily at academic audiences or BU staff/student audiences

## Judging criteria

Applications will be judged against the following criteria:

- consistency with the Festival's strategic objectives and aims
- awareness of public concerns and topical relevancy
- targeting of specific audiences, particularly the public and young people
- innovative and interactive events
- realistic costing estimates and value for money
- a clear contingency plan that also meets all above criteria, in case measures restricting events are still in place.
- word limits must be adhered to where they have been included

To receive sponsorship for an event targeted at young people, school or college students you must be able to demonstrate sufficient interest from the school, college or youth organisation at the time of application. Failure to provide confirmation of support from the organisation may delay your application or result in the withdrawal of a funding offer.

Please note any decision on funding by the review panel is final.

## Costs

- Please ensure that you clearly detail the costs for your event.
- You may apply for up to £1,000 (inclusive of VAT)
- Costs must be non-FEC
- Staff costs cannot be included
- Travel costs for international speakers or participants may be covered only in **exceptional circumstances**. Justification for this must be clear in the event summary outline.
- Accommodation costs will only be covered in exceptional circumstances
- You may apply to cover the cost of **food**, as may be required for an all-day event. For a half-day event, only the cost of tea/coffee/juice and biscuits can be covered. Justification for the cost of food items must be made clear in your application.
- **Alcoholic drinks cannot be funded from an ESRC Festival grant.** Applicants are welcome to obtain additional external support for food and alcoholic drinks, but must highlight this during the event.
- You may apply for funding to cover items to take away from events, provided these are integral to engagement with research. We are unable to fund goody bags or giveaways (for example pens and notepads) for purely promotional or gift purposes.

## Terms and conditions

By submitting my application, I agree to:

- display the ESRC Festival logo on all promotional materials, web pages and correspondence relating to the event, in compliance with the ESRC Festival [branding guidelines](#)
- use the **#esrcfestival hashtag** when promoting my event on social media
- provide the BU Public Engagement team with event information by the required deadline (tbc for 2020), so that this can be supplied to the ESRC. **Failure to do so may result in your event not being promoted in the printed and online programme by ESRC**
- accept that the information provided will be reviewed and may be re-written by Festival organisers at both the ESRC and BU to ensure my event is marketed to my target audience
- notify the BU Public Engagement team of **any changes as soon as they arise**
- provide ESRC Festival of Social Science evaluation forms (paper or link to online form) to all those who attend the event (**forms used must be those provided by ESRC, and must not be edited**)
- return **all completed paper feedback forms** to the BU Public Engagement team so that they may be returned to the ESRC in their **original format** (no photo copies or scanned versions) after the festival (deadline tbc)
- complete the online organiser evaluation of my event (a link to this form will be provided at the start of the Festival) by the given deadline (tbc)
- display ESRC Festival branded posters at the event
- only **cancel my event** after discussion with the BU Public Engagement team

By submitting my application, I acknowledge that my event will:

- be **aimed at a non-academic audience** (events aimed at an academic audience are not eligible to be part of the Festival)
- be held during the ESRC Festival of Social Science (**7-14 November 2020**)
- fit with the aims and objectives of the Festival
- feature social science (with involvement of a social scientist)
- be free to attend.

## Developing a good proposal

### High quality public engagement

The National Co-ordinating Centre for Public Engagement (NCCPE) suggest four principles of high quality public engagement;

#### Purpose

Why are you doing the engagement?

#### People

Who is involved in the project as participants, partners, or deliverers of the project? How have you considered their needs and interests in developing your approach?

#### Process

Is the process appropriate to the purpose and people you are engaging with?

#### Evaluation

Have you considered how to use evaluation to both inform your approach, and to assess its value?

The NCCPE's [guide to online engagement](#) may help you plan virtual events.

[The Evaluation Toolkit from QMUL](#) explains a variety of evaluation methods with estimates of cost and difficulty.

### The ESRC provide;

- [ESRC Festival event organisers guide](#)
- [Top tips for a successful event \(general\)](#)
- [Public engagement guidance](#)
- [ESRC Impact toolkit](#)