Public Engagement Seed Funding

Guidance for applicants

Aim of the scheme

The Public Engagement Seed Funding aims to enable University of Bristol academics to carry out high quality engagement activities with publics or communities, with a particular focus on engagement activities that expand learning and practice. These activities should fit the following criteria:

- They should lead to outcomes and impact beyond the activity itself; however, we consider outcomes and impacts to be broader than the RCUK and REF definitions.
- They should aim to change practice or culture for the researcher(s), group or wider school/faculty.
- They should also be something that the Public Engagement team can learn from or use to share good practice.

More details of how to meet these criteria can be found in the Making an application section.

A number of internal and external funding sources for engagement and impact already exist. Part of the advice the Public Engagement team offers is on how to look for other sources of funding; as such, we will recommend applying for other schemes if they are more suitable. We would also only expect a researcher to receive funding more than once in exceptional circumstances.

Eligibility

- All academics involved in research are eligible for this scheme; this includes PhD students. Proposals are welcomed from individuals and from groups. Applicants are encouraged to work with external partners who can be included on the bid.
- Since the funding is limited, we will turn down proposals that can be supported elsewhere. As such, you are encouraged to talk with the Public Engagement Associate (PEA) for your faculty since, if your ideas are not suitable for this scheme, they may be able to help you apply for others. Contact details of the PEAs are at the end of this guidance.
- The engagement activity has to be related to the research or teaching being carried out by the individual or group. For research, this could be specific grants or papers, or a body of work; for teaching, this could be an existing or a planned unit involving engaged learning. Generic outreach proposals will not be accepted.
- The activity has to involve engagement with specific audiences/partners/stakeholders rather than dissemination. The audiences/partners/stakeholders also need to be clearly defined; engagement with the general public will not be accepted.

Making an application

- This scheme is for applications of up to £1000. Applications for over £1000 may be considered in exceptional circumstances but this would need to be agreed by the Public Engagement team in advance. There is a limited pot on funding for this scheme so we may have to close or suspend the scheme at any point whilst we consider resource implications.
To apply to the scheme, you should submit the application form (of up to two pages in total) to the PEA for your faculty. You are strongly encouraged to discuss your proposal with your PEA in advance as they can provide advice and guidance on your ideas.

If you have an external partner on the project, you should cc them in the email submission. Their inclusion in the email will be taken as their approval of this proposal.

You must provide a cost code for the funding to be transferred to before the proposal can be assessed. This cost code must be appropriate for the timescales of the activity (i.e. if the activity takes place in the next financial year, a code that resets at the end of the financial year is not suitable).

The scheme aims to change practice and culture around public engagement; how you plan to achieve this should be articulated in the proposal. Examples could include: developing a previously untested methodology that would then be incorporated into future activities; exploring a new partnership with an external organisation or group that would lead to further collaboration; piloting an activity that will be built into future funding applications.

Sharing learning and good practice is a key part of this scheme, both within the activity and the wider public engagement community at Bristol. You should describe how this activity will provide opportunities for others, including the Public Engagement team, to learn from the process and/or outcomes.

After submission

Applications are reviewed once a term; the deadlines for each funding round will be outlined on the Public Engagement website. We aim to confirm the outcome of your application within a month after the deadline.

Applications will be reviewed by members of the Public Engagement team who have not been involved in any discussions about the proposal, as it might be considered a conflict of interest.

If your proposal is successful, the funding will be transferred by journal to the cost code in your application. You will then be responsible for ensuring the funding is spent appropriately.

You must submit a short report (up to 1 page) after 6 months of your project ending. You will be provided with a template for this at the same time as your funding approval; your PEA will discuss the reporting plans with you at this time. This will be written up into a Public Engagement story; your PEA will also discuss other options for sharing good practice such as participating in the Engagement Bites series.

Public Engagement Associates:

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