

## Public Engagement Innovation Grant Scheme 2020 Application Guidelines

### Introduction

The Royal College of Pathologists (RCPATH) plays a critical role in raising awareness and understanding of the role of pathologists, and aims to achieve this through the delivery of a public engagement programme that runs in close collaboration with members. The Public Engagement Innovation Grant scheme was introduced as a result of feedback from Fellows, to give financial support for delivery of a wider range of pathology related events throughout the UK. Grants of up to £1,000 are available for individuals or organisations to help with the delivery of pathology activities or events.

There is one funding opportunity available each year and applications will close on **Wednesday 1 July 2020**. All projects funded through the 2020 scheme must be completed by **1 August 2021**.

Applicants are encouraged to contact the public engagement team prior to submitting an application. The team will be able to offer practical support in terms of help, advice and resources and will be happy to discuss potential project ideas. They will also be able to put you in touch with pathologists who may be willing to be involved in your project. You can contact the team via email on [publicengagement@rcpath.org](mailto:publicengagement@rcpath.org) or by phone on 020 7451 6717.

These guidelines provide further information and advice for making an application. More information on pathology can be found on [www.rcpath.org/discover](http://www.rcpath.org/discover).

### Section 1

Main applicant's contact details. This is the person who will be responsible for receiving any grant money awarded. They will also be responsible for reporting back to us. We also ask if you are whether you are a Fellow of The Royal College of Pathologists. You do not have to be a member of the College to apply to the scheme, but you do need to ensure that pathologists or scientists are included as part of your project (see section 3).

### Section 2

This section is for you to tell us about your project. The panel needs to be able to get a clear idea of what you are planning to do from reading this section. It can help to get someone not connected to your project to read your application to make sure that they can understand what you plan to do before you submit it.

#### 2a) Project title (max 10 words)

This title will be put on our website if your application is successful.

#### b) Project dates

Tell us when the event will take place



### **2c) Project summary (max 250 words)**

This section should give a clear, but concise, description of your proposed project including:

- overall project aim(s) (what you plan to achieve)
- location
- a brief description of what you are planning to do, including the names of any speakers/facilitators
- a brief description of the pathology involved and how it is going to be communicated
- target audience (who you plan to reach)
- audience size

### **d – e) Target audience age range and size**

Even if you have included this information in the project summary, please add the age range and overall size of your intended audience in these boxes. You should only put numbers here, additional information can be added elsewhere on the form in the relevant section.

## **Section 3**

This is a chance to provide more in-depth information about the project including aims and the area(s) of pathology it will communicate.

### **3a) Project aim and objectives (max 300 words)**

In this section you should outline your project objectives, i.e. how you plan to achieve your project aims. You should also state how you plan to meet your objectives. These could be bulleted if you prefer.

*For example:*

**Aim:** To engage families visiting the East Kent Variety Fair with pathology.

This project has three objectives:

- To raise awareness of the involvement of pathology in healthcare. This will be achieved through a number of specially designed hands-on activities that explore what happens to your specimen once you leave the GP's surgery. This will include blood (haematology testing), urine (biochemistry) and faeces (microbiology) samples
- To reach audiences from a low socioeconomic area through working in partnership with the East Kent Variety Fair. This event receives 10,000 visitors (mainly families with young teenagers) from the areas of Thanet, Dover and Canterbury
- To provide local pathologists with the support needed to participate in public outreach opportunities

The panel will use this section to judge whether you have a clear idea of what you hope to achieve and how you plan to achieve it.

### **3b) What area(s) of pathology will your project include and how it be communicated? (max 200 words)**

In this section you should describe the pathology content of your project, for example which of the 17 specialties the project encompasses. For more information about pathology, pathology careers and individual specialties visit [www.rcpath.org/discover](http://www.rcpath.org/discover). You should also include the names, where

known, of any workshop leaders, speakers or consultants etc. The panel will be looking for evidence that the pathology content will be accurate and well communicated.

**3c) How will you promote your project to reach and attract your target audience?**

This section is for you to demonstrate that you have thought about how you can get your target audience involved in your project. The panel will be looking for evidence that you have considered any challenges involved.

**3d) How will you know if your project has been successful?**

The panel will be looking for evidence that you have thought about how you plan to evaluate your project against its aims. Consider whether you need any evaluation before your activity to inform what you are going to do, and think about what information you will need to obtain during or after your activity to assess whether it has been successful. Remember, questionnaires are only one way of collecting information and may not be appropriate for your activity.

**3e) Additional comments / evidence in support of your application.**

This is your opportunity to tell us why you think this project is important. It may be that you know there's a particular demand for your project within the target audience. Or maybe you have evidence to show why your activity is particularly relevant to your target audience. The panel will also want to know whether you have buy in from your partners, whether you have spoken to them about your project and whether they are willing to contribute their time, skills or resources towards it.

The panel will also be looking for evidence that you have considered any legacy to your project. This could be how your activity will be shared with others or used again in the future. Or it may be a skills legacy, whether you can use the learning that you have obtained from carrying out this project to do something else in the future.

**4. Grant details**

In this section you need to make it very clear what the grant will be used to pay for. Read the exclusions in the grant information. If you have any questions about what can and cannot be funded then do contact us before you submit an application.

**4a) Let us know the total cost of your project:**

This refers to the overall cost of the project which could be higher than the amount you are applying for.

**4b) Indicate the amount you require from the College:**

Our maximum award is £1,000. **Please note that the judging panel will be looking for projects that offer greater value for money.**

**4c) Is there an admission fee?**

The panel will use this to help judge whether your activity is accessible for your target audience. Remember to include this income in your budget breakdown.

**4d) Give a detailed breakdown of total cost and clearly indicate the costs that will be covered by the grant. Please show how you plan to cover the costs not met by this grant.**

The panel needs to see exactly what the grant will be covering and whether these costs are relevant and reasonable. For example, if you are applying for honoraria or fees for speakers, then the panel will look at whether this cost appears to be good value for money taking into account the

potential quality of the experience and the cost per head. You will also need to indicate how you plan to cover the costs not covered by this grant.

We suggest putting your budget information in a table so that the panel can clearly see how the grant money will be spent.

*For example:*

Item and Description	Cost	Covered by
Festival plot fee	£150	RCPPath Grant
Travel costs to venue for 2 participants (train fare £40 each)	£80	RCPPath Grant
Paint (20 pots @ £5 each)	£100	RCPPath Grant
Paint brushes (2 packs of 10 @ £5 each)	£10	RCPPath Grant
UV light	£25	RCPPath Grant
Washing up bowl (3 @ £3 each)	£9	RCPPath Grant
Printing of leaflets and posters (500 copies at 15p a copy)	£75	RCPPath Grant
Food and sustenance for duration of event (£20 per person)	£40	Festival organisation
<b>Total cost of project</b>	<b>£489</b>	
<b>Cost covered by RCPPath Grant</b>	<b>£449</b>	

**4e) State which other organisations you have also applied to for funding, the amount applied for, and the result of your applications (if known).**

The panel will want to know who else you have applied to for funding, and whether you have been successful in these applications, so that they can gain an understanding of how you plan to fund your overall project.

**4f) How will any shortfall in funding be met?**

You will need to show that you have considered how, or if, your project will go ahead without securing funds, either from the Royal College of Pathologists or other sources.

**4g) State any other partners involved in the project, for example those providing support in-kind.**

The panel will want to know who else is involved in your project to help them gauge how your project connects to other STEM projects as well as to see who you will be working with. If you are working with partners, your application will be stronger if you can show that you already have their support for your project.

**Referees**

The panel may ask to take up a reference at some point during the assessment process. We will contact you before doing so.

**How did you hear of the scheme?**

We use this information to find out which are the most effective promotional channels to reach potential applicants, so please state exactly where you heard of the scheme.

**Please ensure you refer to the grant information for more details on criteria and conditions.**