**Public Engagement Innovation Grant Scheme 2019**

**Application form**

Please read the **application guidelines** before you complete this form. Applications must be received by midnight on **Monday 3 June 2019**. All projects must be completed by 30 June 2020.

Boxes can be expanded as necessary.

**1. Contact Details** (please give the primary contact’s details)

Name:

Organisation (if applicable):

Job title (if applicable):

Address:

Postcode:

Email:

Telephone:

Are you a member of the Royal College of Pathologists? If yes please tick the relevant membership grade below:

* FELLOWS BY EXAMINATION
* FELLOWSHIP BY PUBLISHED WORKS
* FELLOWS BY ELECTION
* HONORARY FELLOWS
* DIPLOMATES
* ASSOCIATE MEMBERSHIP
* AFFILIATE MEMBERSHIP
* RETIRED MEMBERS
* UNDERGRADUATE MEMBERSHIP

Your Twitter handle and/or the Twitter handle of your organisation:

**2. Project Details**

2a) Project title (max 10 words)

|  |
| --- |
|  |

2b) Project dates

Start date

|  |
| --- |
|  |

End date

|  |
| --- |
|  |

2c)

i.) Project summary (max 250 words). Please note that this information may be put on our website.

|  |
| --- |
|  |

2d) Age range of target audience:

2e) Target audience size:

**3. Further project details**

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

|  |
| --- |
|  |

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

|  |
| --- |
|  |

3c) Please detail how pathologists or laboratory scientists are or will be involved in your project; if possible include their names.

|  |
| --- |
|  |

3d) How will you promote your project to attract your target audience? If you plan to use social media, please provide the account name(s) (e.g. Twitter handle) etc. so we can tag these in our posts about your event.

|  |
| --- |
|  |

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

|  |
| --- |
|  |

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

|  |
| --- |
|  |

**4. Grant Details**

4a. Please let us know the **total cost** of your project:

|  |
| --- |
|  |

4b. Please indicate the amount you require from the College. Please note that the judging panel will be looking for projects that offer greater value for money:

|  |
| --- |
|  |

4c. Will there be an admission fee for attendees or participants of your proposed activity?

|  |
| --- |
|  |

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

|  |
| --- |
|  |

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

|  |
| --- |
|  |

4f. How will any shortfall in funding be met?

|  |
| --- |
|  |

4g. Please state any other partners involved in the project, for example those providing support in-kind.

|  |
| --- |
|  |

5a. Please tell us (in no more than 75 words) about any previous experience you have in organising activities to communicate science.

|  |
| --- |
|  |

**Referee**

Please provide the name and address of one referee who knows your work related to this activity. The referee must be independent of your activity. We may contact them as part of the grant assessment process.

Name:

Address:

Postcode:

Email:

Telephone:

**How did you hear about the scheme?** (E.g. Email marketing, The *Bulletin*, President’s e-newsletter, website, social media, word of mouth etc.)

|  |
| --- |
|  |

If your application is successful interested parties will be able to request additional details about your project, including your final report. If you do not want to make your information available please check this box. [ ]  .

**By returning this form, whether it is signed or unsigned, you confirm to The Royal College of Pathologists that:**

* The above details are correct
* You agree The Royal College of Pathologists will not be liable to any person in relation to the project (to the extent permitted by law)
* You will be responsible for the organisation and running of the project and any issues which may arise from it
* You will put in place and maintain adequate insurance policies to cover all the liabilities which may arise from the project
* You will carry out a full risk assessment for your project
* You will take appropriate steps to mitigate any risks to third parties arising from the project
* In the event that you are unable to deliver the project to time you agree to return any funds provided.

**Signed: Date of Application:**

(Please scan your signature or type your name if returning this form by email.)

**Please ensure that all the required information is given. An incomplete form will not be considered for a grant.**

**Please return this form to:**

Public Engagement Grant Scheme

Public Engagement

The Royal College of Pathologists

6 Alie Street
London E1 8QT

Or by **email** to publicengagement@rcpath.org with the subject line ‘**Grant Scheme** **Application**’.

**Applications must be received by midnight on Monday 3 June 2019.**

**Data Protection Act**

The information you have supplied on this form will be held on a Royal College of Pathologists database. The College may use your data in connection with awarding grants to communicate pathology. If your application is successful the College may refer to you in press releases and on its website. The College may also contact you about its public engagement activities in the future. The College will not disclose your information to any third parties. Please email publicengagement@rcpath.org if you do not want your contact information to be used in this way.

For more information on the College’s privacy and data policy please visit: <https://www.rcpath.org/about-the-college/governance/college-policies/privacy-policy.html>