# Growing Roots: Environmental science public engagement 2023-24: Application form

##### **Application guidance:**

Applications must be emailed in a PDF format to Grace Macmillan, Public Engagement Programme Manager ([publicengagement@nerc.ukri.org](mailto:publicengagement@nerc.ukri.org)), **by 16:00 on Monday 27th March 2023.** Any applications received after this date and time will not be accepted.

Before completing this application, please read the ‘Growing Roots: Environmental science public engagement 2023-24’ funding opportunity on the [UKRI funding finder](https://www.ukri.org/opportunity/).

This streamlined application process removes the need for detailed financial information, however, there must be enough evidence for the panel to make an informed decision on whether enough resources have been allocated for project delivery

All applications for this funding opportunity **must** besubmitted using this template. The application form must **not** be amended before submission, including the margins, font type, and size (Arial, pt.11). Applications must be submitted as **one PDF document**, applications submitted as word documents or other formats will not be accepted. **Do not include any hyperlinks with your application, as these will not be assessed.**

**Important: The total page length of this document must not exceed 4 sides of A4 (**with the section titled ‘Application Template’ being no longer than **2 pages).**

Any application received not using the application template provided, or any forms received that have been altered, exceed the page limit or are not submitted as one PDF document will be **rejected**.

For this funding opportunity, there is an **optional** ‘equality, diversity, and inclusion questionnaire’ for the lead and co-applicant. Capturing this data will enable us to identify areas for improvement and allow us to understand the diversity of the people and organisations applying for our funding and whether there are any areas for improvement. The DEI questionnaire is **not** mandatory and will **not** impact your application and chances of being funded. Please find the ‘equality, diversity, and inclusion questionnaire’ here: <https://reg.nerc.ac.uk/engaging-edi/>

**Before completing your application form, please answer the below:**

|  |  |
| --- | --- |
| Has this project and/or the work to be completed in the grant, been previously covered by any other grant applications to NERC and/or UKRI? | |
| Yes |  |
| No |  |
| If yes, please state which grant and the grant reference (e.g., Growing Roots - Round 1, GR101) |  |

|  |
| --- |
| Submission agreement |
| By submitting this application form you agree to the following:   * This project will be completed by **26th February 2024.** * A representative will attend a virtual grant project meeting (W/C 13/11/2023) and a virtual 5-minute evaluation presentation (W/C 05/02/2023) as required by NERC. * If awarded, you agree to meet all requirements set out by NERC in the announcement of opportunity. * Either the lead applicant or co-applicant is eligible to receive funding as outlined in [UKRI’s eligibility guidance.](https://www.ukri.org/apply-for-funding/before-you-apply/check-if-you-are-eligible-for-research-and-innovation-funding/) * The lead applicant is eligible within their organisation to be the recipient of the grant funding from NERC, and this has been approved by the individual’s organisation’s relevant internal sign-off processes. * If your application is successful, the work to be completed has not been funded by alternative means. * The work to be completed in successful grants is not currently covered by any other grant applications to NERC and UKRI that are currently under review. |
| I agree that the application I am submitting meets all the points in the submission agreement above.  Lead applicant signature:  *E-signatures and/or typed signature equivalents are acceptable. A wet signature is not required.*  Date:  Organisation representative signature:  (this individual must have financial authority on behalf of the organisation receiving the award)  *E-signatures and/or typed signature equivalents are acceptable. A wet signature is not required.*  Date: |

# Application Template:

**Applications submitted to NERC must NOT exceed 2 sides of A4. All applications exceeding this will be rejected.**

### **Applicant(s) information:**

|  |  |
| --- | --- |
| Lead applicant | |
| Full name and title |  |
| Job title |  |
| Organisation | Please highlight the department (if relevant) which you work within. |
| Contact email |  |
| Contact phone number |  |
| Co-applicant (please only list **one**) | |
| Full name and title |  |
| Job title |  |
| Organisation | Please highlight the department (if relevant) which you work within. |
| Contact email |  |
| Contact phone number |  |
| Other named individuals on the project | |
| Please provide a short list of other named individuals on the project and a maximum of one line summarising their role on the project. **Please note, this section should be kept as brief as possible, as it won’t be included in the assessment of your application.**  Example:  Dr. J Smith. A University. Role: Leading workshop design.  B Jones. Artist at Company. Role: Creating artistic output | |

**Project Information**

|  |  |
| --- | --- |
| Project title |  |
| Project impact and purpose. | This section **must** describe the extent to which the project has potential for impact, based on a clearly considered and articulated purpose for the project, including:   * Clearly defined desired outcome – detailing any change(s) and/or impact(s) the project is going to make. * What impact the project will have on NERC environmental science research * How the project will meet the aims and at least one of the objectives stated in the ‘What we’re looking for’ section of this funding opportunity. * The reason(s) that the Growing Roots funding is required for the project, and why it couldn’t be funded by other sources. Including details of what gap the project is filling. |
| Traits of high-quality engagement within the project | This section **must** describe the extent to which the project contains traits of high-quality engagement with environmental science research, including:   * Detailing any public engagement approaches, methodologies, and processes, etc., and describing their function in the project. * Stating how the project focuses on a two-way process * Any beneficiary(-ies) and/or audience(s) that the project has identified, and justification for why the project intends to work with them. * Identifying how relationships with any beneficiary(-ies) and/or audience(s), will be built in an equitable and sustainable manner. * How diversity, equity, and inclusion (DEI) have been considered throughout the project. |
| Project delivery | This section **must** describe the extent to which the project has a clear and achievable approach to delivery, including:   * Evidence that the project has been thoroughly researched, including identifying the need for any activities detailed in the project plan. * Details of how the project will be well led and managed. * Demonstrating that the resources (people and money) requested are appropriate, and a reasonable spend of public money. * That the project has a clear approach to monitoring and data collection. * That the project has considered legacy, for example how resources and learnings can be shared, and partnerships sustained after the project end date. |
| Funding requested and additional leveraged funding  [Project delivery] | Please outline the total funding requested from NERC and any leveraged funding. This must include a brief cost breakdown of staff time, the cost of any assets (e.g., printing, hands-on activities), and any travel and subsistence required for the project. Please see the funding information within the ‘What we’re looking for’ section of the funding opportunity for the costs that can and can’t be requested.  Example of the level of detail required:  £5,000 staff time at A University, £500 for workshop materials, £5,000 event space, £500 covering the time of an artist, £1,000 other costs. **Total project cost:** £12,000, **Total funding requested from NERC**: £10,000 **Leveraged or in-kind Funding:** £2,000 |