

**Science Foundation Ireland Discover Programme
Science Week Call 2019
Guidance Document for Submission of Proposals**

Deadline for Submission

Completed applications must be submitted by 13.00 hours (Irish time) on **Friday 26th April 2019**

Webinar

A webinar to support the SFI Discover Programme Science Week Call 2019 will take place at 11:30 hours (Irish time) on **Thursday 21st March**. Please register for the webinar [here](#). The webinar will also include a Q&A session.

Information consultation meetings will be organised subject to demand. Enquiries are welcome from applicants in advance of submission of the application. Please email discover.programme@sfi.ie to schedule a call or meeting.

Terms of Reference

While every effort has been made to ensure the accuracy and reliability of this document, it is provided only for information purposes and as a guide to expected developments. It is not intended, and should not be relied upon, as any form of warranty, representation, undertaking, contractual, or other commitment binding in law upon Science Foundation Ireland, the Government of Ireland, or any of their respective servants or agents. Science Foundation Ireland Terms and Conditions shall govern the administration of Science Foundation Ireland grants and awards to the exclusion of this and any other oral, written, or recorded statement.

All responses to this Call for Proposals will be treated in confidence and no information contained therein will be communicated to any third party without the written permission of the applicant except insofar as is specifically required for the consideration and evaluation of the proposal or as may be required under law, including the Industrial Development (Science Foundation Ireland) Act, 2003 and the Freedom of Information Acts 1997 and 2003.

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1. Introduction

The mission of Science Foundation Ireland's education and public engagement programme is to catalyse, inspire and guide the best in science, technology, engineering and maths (STEM) education and public engagement. The ultimate aim of this effort is that Ireland will have the most engaged and scientifically informed public by 2020 as outlined in Science Foundation Ireland's strategy [Agenda 2020](#). This also aligns to the national science innovation strategy, *Innovation 2020*. In support of this mission Science Foundation Ireland has provided support annually to several regional Science Week festivals and events which support the national Science Week effort to reach communities at a local and regional level. Science Foundation Ireland aims to bring Science Week into a new era in terms of engaging the general public in STEM.

The purpose of the Science Week Call is to support festivals and events that encourage people of all ages and from all walks of life to be informed, inspired and involved in STEM during Science Week 2019 and beyond.

Whether you work in the sciences, arts, media, education, youth and/or community work, Science Foundation Ireland encourages you to submit proposals for Science Week that will build excitement, curiosity and interest around science in society and genuinely engage with your target audience.

In 2015 Science Foundation Ireland commissioned a study carried out by Millward Brown entitled [Science in Ireland Barometer](#) which analysed the Irish public's perceptions and awareness of STEM in society. In summary, the study found that while half of the Irish population feel uninformed about STEM, 58% are interested in it. However, this positive feeling is tempered by a lack of confidence in and connection to the role of science in people's lives; 71% of Irish adults feel developments in science and technology are too specialised to understand. Therefore, Science Week is aimed not only at engaging and informing the public, but at normalising science in our everyday lives and thus creating a long-lasting appetite for science capital or science culture.

2. Science Week Call Details

2.1 Remit

SFI invests in academic researchers and research teams who are most likely to generate new knowledge, leading edge technologies and competitive enterprises in the fields of science, technology, engineering and maths (STEM). The Foundation also promotes and supports the study of, education in, and engagement with STEM and promotes an awareness and understanding of the value of STEM to society and to the growth of the economy.

2.2 Call Categories

The 2019 Science Week Call includes the following categories:

a. Science Week Festivals

Three-year funding up to a maximum of €30,000 per annum, to organise, manage and deliver a Science Week Festival, in conjunction with the national Science Week campaign managed by Science Foundation Ireland for festivals which have received SFI support for three consecutive years or more.

NOTE: Festivals funded under this category will receive an annual letter of offer confirming funding and terms and conditions subject to successful review and budget availability.

or

b. One-year funding to a maximum of €35,000 to organise, manage and deliver a Science Week Festival, in conjunction with the national Science Week campaign managed by Science Foundation Ireland if **an applicant** is proposing to run a new festival or existing festival which has been funded by SFI for less than three consecutive years.

c. Science Week Events

One-year funding up to a maximum of €8,000

2.3 Science Week Call Objectives

The objective of this call is to enable **Science Week festivals and events** that:

- increase the general public's engagement with STEM and their appreciation of its importance in society
- stimulate interest, excitement about STEM through accessible and entertaining interactions to engage and inspire people of all ages and backgrounds with STEM
- create debate, dialogue and critical engagement with STEM
- reach those audiences not normally engaged with STEM particularly those who are not "scientifically converted", as well as continuing to target existing audiences.
- apply STEM in innovative ways for the benefit of the public e.g. within youth and community work to support youth and community work outcomes
- create a greater reach and local focus through a regionally collaborative programme of activity supporting national Science Week
- provide a true insight into STEM-related careers and discoveries while breaking down any negative stereotypes.
- build capacity and sustainability in Science Week Festivals and events, especially those which have been previously funded by Science Foundation Ireland

2.4 Science Week 2019 Underlying Theme:

An underlying theme for Science Week 2019 is climate action in the context of lowering greenhouse gas emissions and decarbonisation. Climate action can be linked with a broad variety of topics including food, human health, biodiversity, migration and human behaviour. Applicants are encouraged to consider including the theme of climate action as part of their programme. Elements of the national PR campaign will focus on the climate theme during Science Week 2019.

3. Applicant Eligibility

This Call is open to a wide range of people and organisations.

Science Foundation Ireland has a list of **Eligible Research Bodies** (which includes universities, institutes of technology etc.) – check list of Eligible Research Bodies [here](#).

If your organisation is included on this list, then your application must be signed off by the appropriate officer (typically the Research Office) within your organisation using the Eligible Research Body Cover Sheet available on SESAME.

Application are also welcomed from Non-Eligible Bodies (i.e. any organisation not included on the above list).

There are two categories of Non-Eligible Bodies

- (a) **Non-Eligible Bodies – State Body** (e.g. city or county council) are required to complete, sign, stamp and upload the Non- Eligible Body State Cover Sheet available on SESAME. A senior executive within the organisation is required to sign the cover sheet indicating the organisation's support for the application.
- (b) **Non-Eligible Bodies – Other Organisation** (i.e. not an Eligible Research Body or a State Body) are required to:
 - ✓ complete the Non-Eligible Body – Other Organisation Cover Sheet available on SESAME, providing details of the organisation's status, registration number, auditors, solicitors and bankers
 - ✓ provide details of the organisation structure detailing positions and names of post holders
 - ✓ provide a copy of the most recent annual report (if appropriate, i.e. if your organisation is required to publish an annual report)
 - ✓ provide a signed copy of the most recent Audited Financial Statements (if applicable)¹

¹ If your organisation is not required to produce audited accounts, management accounts signed off by an accountant will be accepted. Please contact discover.programme@sfi.ie if you have any queries in relation to this requirement.

If you have any doubt about your organisation's status, please email discover.programme@sfi.ie for clarification. This must be done in good time before the closing date (minimum three days) to ensure that your application is completed and submitted before the deadline as no exceptions can be made in relation to the submission date for this, or any other, reason.

Proposals must be explicitly aimed at engaging audiences and participant groups in the Republic of Ireland, however the subject matter can be international. Applications are welcome from organisations not based in the Republic of Ireland; however, they must demonstrate in their application how the project will explicitly engage with their target audience in the Republic of Ireland.

Applications will only be accepted from an organisation meeting the eligibility criteria outlined above. Typically, these include academic institutions, charitable bodies, not-for-profit organisations or commercial companies.

Applications are welcome from any organisation with experience in engaging the groups targeted e.g. youth and community work organisations.

Applications will **not** be accepted from individuals and/or sole traders.

No employee or board member of Science Foundation Ireland may apply.

Applicants may submit more than one grant application under the Call to Science Foundation Ireland at any one time, provided the proposals are clearly differentiated.

Any previously unsuccessful projects are not eligible to apply for funding under this Science Foundation Ireland Discover Programme Science Week Call unless fundamental changes or developments have been made to the proposal and are clearly outlined. Please consult with the Science Foundation Ireland Discover Programme Call Manager in advance if you have any queries in relation to eligibility (discover.programme@sfi.ie).

The Project Lead is the person who has the main intellectual input into, and ownership of, the outcomes if the application is successful. This is the individual with whom Science Foundation Ireland will correspond about the application and who takes legal and fiduciary responsibility for the project. The Project Lead is normally considered by Science Foundation Ireland to be the grant holder.

4. Finance

Projects applying for SFI Discover Programme Science Week 2019 Call funding may request funding at the following levels per application category as outlined in section 2.2 of this document:

Category a	Category b	Category c
Three-year funding up to a max of €30,000 per annum	One-year Funding up to a max. of €35,000 per annum	Event Funding up to a maximum of €8,000
Available to Science Week Festivals which have been funded for three consecutive years by SFI	Available to any Science Week Festival which has been funded for less than three consecutive years by SFI	
A letter of offer will be issued each year.		

Partner contributions both in terms of funding or otherwise (in-kind) should be clearly shown. Other sources of funding must be clearly identified in the application, including any income to be derived from the project. All costs must be justified and will be subject to cost scrutiny. The project must run in conjunction with Science Week 2019.

The schedule of funding will be set out in the Letter of Offer.

Costs requested can include:

- personnel and project management costs directly related to the project
- production costs, including venue hire
- equipment and materials
- project travel costs
- project administration costs where these are not already covered by other funding organisations
- project publicity costs, including launch event costs
- Quality Assurance evaluation on the user experience and impact measurement

Ineligible costs:

- core overheads of the applying organisation not related to the project e.g. heating, rent, etc.
- expenses incurred in submitting an application
- academic courses or research such as Master's degree or PhD costs.
- Conference registration fees or attendance costs

Applicants who are unsure of cost eligibility should contact the SFI Discover Programme Call Manager at discover.programme@sfi.ie.

5. General Call Criteria (Festivals and Events)

Whether you are applying for a Science Week Festival or Event Grant Science Foundation Ireland expects you to demonstrate:

- How your proposal is aligned to the call objectives outlined in section 2.3
- how you have evaluated the need for your activity and defined your target audience
- your objectives and how you plan to monitor the engagement, and
- how you will measure if you succeeded in your objectives

Festival & Event Requirements

Applicants are required to describe how they plan to:

- give participants opportunities, to design, create and make while exploring and experiencing STEM.
- include a strong element of co-creation² with their target participant groups
- provide open events that are readily accessible to the public
- increase the number of STEM professionals participating in outreach activities, encouraging them to develop a narrative to their story to stimulate a dialogue between them and the public
- showcase and collaborate with local industry, institutions and local research bodies
- showcase the scientific method, where appropriate

Previous evaluations found that festivals/events need to maintain high standards in the following elements to retain attendee participation and satisfaction. All applicants should address these in the planning of their festival/event and in the application:

- offering something for every attendee
- ensuring attendees learn something new and interesting
- the overall organisation of the event
- easy to understand talks and hands- on workshops
- inspiring a greater interest in science among young adult attendees
- evaluation of meeting the objectives
- quality and diversity of programme of events
- relevance of talks and workshops to everyday life and to every participant (e.g. sports and food science, agricultural science, equine science, the environment, climate action etc.)
- changing attendees' perceptions of what a scientist is e.g. by moving away from conventional science venues, and ensuring presenters speak in accessible language and connect with audiences
- ease of access, transport and parking
- unusual, unique and intriguing venues which may help to peak interest as they allow attendees to visit venues that may usually be inaccessible
- level of promotion of Science Week
- catering

Festivals should be coordinated by multiple partners, ideally including public engagement professionals, local civic community representatives, researchers and industry. Applicants are required to provide details of the project team and their relevant skills as well as project collaborators. Relevant letter of support should be included. However, these should set out details of actual support and collaboration as opposed to general support for the project in principle.

Applicants are also required to provide details of the content planned, where and when this content will take place and state how relevant the event time and location is to your target participant group.

² By co-creation we mean engaging with participant groups in the design, production and delivery phases of projects, to gather the necessary user insight, re-define their operational processes and identify appropriate sustainability models to deliver an effective high-quality project.

6. Specific Criteria (Events)

This year we are seeking proposals for events to create a broad, stimulating and interdisciplinary programme which may involve collaborations with cultural sectors. We are keen to trial new formats and inventive ways of talking about science, and to attract people who have not already and would not normally consider attending a Science Week event. Applications are invited for funding of a maximum of €8,000 to organise, manage and deliver an event, or programme of events, in areas where a regional festival is not funded, in conjunction with the national Science Week campaign which is coordinated and managed by Science Foundation Ireland. Previously, regional festivals have been supported in Galway, Mayo, Sligo, Limerick, Cork, Waterford, Kerry, Cavan/Monaghan, Carlow, Tipperary, Teagasc locations, the Midlands and Wexford.

Science Foundation Ireland seeks applications for Science Week events that meet the following criteria:

- Events that are open to the public to book or access, as opposed to invite only or those held through schools
- Events targeted at localities/areas underserved by, or with limited access to, Science Week activity, in particular in Dublin city and environs.

Science Week events funded by SFI should **NOT** include:

- College Open Days
- College events open only to staff and third level students

The project must be delivered in conjunction with Science Week 2019 (10 – 17 November 2019).

7. Evaluation

External Science Week Evaluation

SFI commissions external Science Week evaluation on a regular basis. This evaluation looks at delivery across the Science Week Programme. In 2019 it is anticipated that the independent evaluation will concentrate on success in reaching broader participant groups and how co-creation of events is used with these groups. All festivals/event organisers are required to actively engage with this external evaluation and further details will be provided post award.

Applicant Science Week Evaluation

Applicants should demonstrate their plan to formatively evaluate the event/festival by establishing clear goals which can be assessed pre and post event, for example by engaging with members of the target audience to gauge insights on their specific needs and expectations. The proposal should incorporate these insights into the plan to ensure the event/festival will be appealing to the target audience. Any applicants who have previously received funding under the Science Week Call should clearly outline how they have used their evaluation of past elements to improve and shape plans for Science Week 2019. The following should be considered in applicant evaluation planning:

- Impact evaluation questions – what is it you want to achieve by delivering this activity? Outline the questions which will be answered by the evaluation; they should relate to evidence that can be collected. Pre and Post questionnaires are recommended for impact measurement, where appropriate. Evaluation should be appropriate to the target audience; for guidance, consult the resources in the appendix.
- If the festival has been running for longer than three years emphasis should be placed on the long-term impact of the event/festival, this should be reflected in the impact evaluation plan
- Methodology – detail how and when the data will be gathered (please note a mixed method approach with methodologies appropriate for the different target audiences is recommended), see the appendix for suggestions.
- Data analysis – highlight how the raw data will be analysed and presented
- Dissemination – identify how the results of the evaluation will be disseminated among key stakeholders

Refer to the Science Foundation Ireland Discover Evaluation Toolkit [here](#).

A short video on evaluation can also be found on this webpage.

On completion of the project applicants will be required to submit a final report. A template for this report will be provided on SESAME.

8. Submitting your Application.

Submission

Applications must be submitted via SESAME, Science Foundation Ireland's Grants Award System. Log-in details are required to access SESAME.

- If you are already registered on SESAME you can log in using the same email address; if you have forgotten your password, you can use the Forgot Password functionality to re-set it.
- If you have not previously been registered with SESAME, please email the following information to discover.programme@sfi.ie:
 - ✓ Project Lead Name
 - ✓ Email address
 - ✓ Registered Company Name
 - ✓ Legal Status: (e.g. company limited by guarantee, limited company, charity etc.)
 - ✓ Trading Name
 - ✓ VAT Number

A SESAME profile will be created for you and log-in details will be emailed to the email address provided.

Science Foundation Ireland's grants and awards management system, SESAME, is accessed using the Internet; no additional software needs to be installed. You can access SESAME online from any location. The configuration of some browsers and internet infrastructure (pop-up blockers, firewalls, etc.) can restrict an individual's access to the internet and as a result to the SESAME system. If you are having any such difficulties, please contact your organisation's IT support team.

A User Guide for SESAME for applications under the SFI Discover Programme Science Week Call 2019 is included on the SFI Discover Programme Call page on www.sfi.ie.

Draft applications may be amended as many times as required but once submitted no further changes can be made.

Once submitted, applications cannot be withdrawn and subsequently modified for re-submission in the same Call.

Early submission in SESAME is strongly recommended. Applicants who wait until shortly before the close of the call take serious risk of encountering submission issues. The submit button will cease to be active at the indicated deadline.

A checklist of requirements is provided at the end of this document.

It is the responsibility of the applicant to ensure that eligible proposals are received by Science Foundation Ireland on, or before, the deadline indicated. In order to safeguard against ineligibility, applicants are reminded to adhere rigorously to the guidelines in the Call documentation and to review the proposal document prior to submission.

9. Review Process

9.1 Process

Applications considered ineligible or unaligned to the Science Week Call objectives, for example if the subject area addressed is not related to STEM, will not be reviewed.

In order to be eligible for review, projects must be technically sound and have clear STEM content, either through direct collaboration with a qualified STEM professional (e.g. scientist, engineer) leading or acting in an advisory role.

All eligible applications will be subject to review based on the criteria set out below.

The decision of Science Foundation Ireland will be final. Every effort has been made to develop a thorough and informed assessment process. Science Foundation Ireland reserves the right not to enter into any correspondence about the assessment process and/or any subsequent monitoring procedures.

9.2 Assessment Criteria

Reviewers of applications will be asked to comment on, the following aspects of a grant proposal:

- the project team (suitability of the project lead and any partners and whether the skills required to deliver the project successfully are evident. The festival should be co-ordinated by multiple partners, and ideally include public engagement professionals, local civic community representatives, researchers and industry.)
- the project details (clarity around what is being delivered, the diversity and quality of the programme being proposed, the plans to address the target audiences/participant groups identified, offering a programme for different audiences and the suitability of the venues and their facilities)
- budget and funding (project costs, value for money and leverage of funding from other partners)
- evaluation plans (formative evaluation for proposal, outputs and impacts, evaluation methodology, dissemination of learnings, strategic planning approach and appropriate exit strategy e.g. a legacy should the festival funding be discontinued/reduced, or the festival be discontinued.)

In addition, all applications must clearly address Science Foundation Ireland's goal to have an engaged and scientifically informed public in Ireland. An engaged public feels confident to:

- understand the role of STEM in our lives
- judge between competing STEM arguments/engage in informed debate on STEM issues
- encourage young people to use STEM for leisure and to study and work in STEM
- feel engaged with STEM research

Applications should demonstrate to reviewers how they support the Science Week Call Objectives as outlined in section 2.3 of this document.

Special consideration will be given by reviewers to festival and event proposals which are broadened to include the following:

- events targeted at first time visitors to a Science Week event and those who are not "scientifically converted"
- events targeted at an adult audience, attending without children (in particular 30-55 age group)
- women
- events that are designed to engage with socially, economically or educationally disadvantaged population groups
- events which create debate, dialogue and critical engagement with STEM
- events which have been co-created with the target participant group
- localities/areas with limited access to Science Week events³. Proposals that cover a number of these counties are encouraged.

³ Cavan, Cork, Clare, Donegal, Dublin, Kerry, Kildare, Kilkenny, Laois, Louth, Leitrim, Mayo, Meath, Roscommon, Tipperary, Westmeath and Wicklow. (based on number of registered Science Week events in 2018 vs county population).

10 Award Management

10.1 Reporting

SFI has specific requirements for the reporting on awards that it makes. Individuals who hold the primary responsibility for reporting and who fail to comply with reporting requirements, run the risk of having their grant payments suspended and their eligibility to apply for funding in forthcoming SFI calls affected.

The SFI Grants and Awards Management System, SESAME, is the primary conduit for reporting. Science Week 2019 awardees will be requested to submit their final report by 14th February

A template for this report will be provided on SESAME.

10.2 Publicity and Progress

Funded organisations will be required to acknowledge Science Foundation Ireland support on all marketing/publicity materials relating to the project. Science Foundation Ireland should be appropriately acknowledged in press releases, promotional / marketing materials, at events etc. Science Week/SFI branding should be evident at all Science Week events. Branding guidelines and the Science Week / Science Foundation Ireland logo will be made available to successful applicants with the Letter of Offer.

Applicants should indicate how Science Foundation Ireland will be promoted / acknowledged within the marketing / promotion section of the application. In cases where SFI is the primary funder, Science Foundation Ireland may require more substantial acknowledgement of the role of the agency in supporting the project which may include naming rights as appropriate. Applicants should consider how this might be addressed in the marketing / promotion section of their application. Failure to do so may delay the issuing of Letters of Offer.

Regional Science Week Festivals and Events are required to participate fully in the following elements being provided centrally by the Science Week team:

- a Regional Science Week Festivals page will be included on the www.sfi.ie website. Festival organisers will be required to provide information about their festival (format and details to be confirmed) and submit/update all events to the Science Week website database in a timeframe to be agreed with Science Week team
- the Science Week team may provide content from the Science Foundation Ireland funded Research Centres and other providers which festival organisers will be required to include into their festival programme as appropriate
- regional festivals will be required to implement volunteer training for local front of house volunteers
- use of all appropriate branding materials and signage templates provided by the Science Week team
- Science Week Festival and Event organisers are also required to separately submit the details of their event to www.sfi.ie in advance of the event in keeping with deadlines set by SFI regardless of whether the events are private/invite only or open

10.3 Child Protection

Where relevant, applicants and Organisations are required to comply with the provisions of the **Children First Act 2015**,⁴ and the **National Guidance for the Protection and Welfare of Children 2017**.⁵ It is the responsibility of the Organisation to ensure that they are compliant with all applicable law.

⁴ <http://www.irishstatutebook.ie/eli/2015/act/36/enacted/en/pdf>

⁵ http://www.tusla.ie/uploads/content/Children_First_National_Guidance_2017.pdf

10.4 Data Protection

The General Data Protection Regulation⁶ is a legal framework that sets out guidelines for the collection and processing of personal information of individuals within the European Union.⁷ Applicants are advised that they must be compliant with this regulation if they collect or process personal data.

SFI may collect, use and disclose personal data provided in the application and/or otherwise obtained under, or in connection with, the application for processing the submission, for the performance of its statutory powers and functions, and for the general activities of SFI. Further details regarding SFI's collection, use and disclosure of personal data, and the rights of individuals with respect to any personal data held by SFI, are available in the **SFI Privacy Statement**.⁸

During peer-review procedures, information may be sent to external experts in countries outside of the European Economic Area, including countries that are not recognised by the European Commission as having adequate data protection laws. By submitting an application to SFI, the Organisation and members of the Project Team are agreeing that they consent to the processing and transfer of personal information in this way.

During the application process or at any time thereafter, SFI may contact the Organisation, the Project Lead, or any member of the Project Team with regard to funding opportunities, activities or events organised by SFI or other relevant bodies, or for the purposes of monitoring and evaluation (including, but not limited to, the collection of scientific data or data relating to the application process). SFI may choose to authorise a third party to contact the Organisation, the Project Lead or any member of the Project Team on its behalf.

⁶ <https://www.dataprotection.ie/docs/GDPR/1623.htm>

⁷ <https://www.eugdpr.org/>

⁸ <http://www.sfi.ie/privacy/>

11 Application Submission Checklist

To allow Science Foundation Ireland to fully evaluate completed applications, you should:

1. Complete all sections of the application form via SESAME, Science Foundation Ireland's online grants and awards management system.
2. Upload a one-page (max) CV for the project lead and each of the project team members **written with relevance to this project**.
3. **Eligible Research Bodies** should complete, sign, stamp and upload the Eligible Research Body cover sheet (i.e. if your organisation is listed [here](#)).
4. **Non- Eligible Bodies – State Body** (e.g. city or county council) – complete, sign, stamp and upload the Non-Eligible Body State Cover Sheet available on SESAME.
5. **Non- Eligible Bodies – Other Organisation** (i.e. not an Eligible Research Body or a State Body) complete, sign and upload, as a single PDF document, relevant cover sheet (Non- Eligible Body – Other Organisation Cover Sheet) and all required corporate / financial information as outlined in the Guidance Document/on SESAME.
6. Non-Eligible Bodies Only: Complete, sign and upload the Declaration of Bona Fides (available to download from SESAME).
7. Upload a description of your track record in STEM Education and Public Engagement (max 4 pages) (if applicable).
8. Upload any letters of support / commitment to the project from partners if appropriate. Letters of support are only required from relevant organisations whose contribution is a key element to the delivery of the project. The letter of support should outline how the organisation will support the project i.e. not a general appreciation for the project.

The above checklist is for guidance purposes only and Science Foundation Ireland will not accept any responsibility for omissions from this checklist or in an application. Applicants are advised to read all the documentation in full in order to provide a comprehensive submission.

10. Grant Conditions

SFI Terms and Conditions for the Discover Programme Calls can be found [here](#).

11. Appendix

Evaluation

Evaluating impact
www.evalfest.org

Building an evaluation strategy, designing questionnaires and avoiding bias

<http://www.artscouncil.org.uk/generic-social-outcomes/capturing-impact#section-3>

Public engagement guidance document

http://www.bath.ac.uk/marketing/public-engagement/assets/Manchester_Beacon_Evaluation_Guide.pdf

Mixed method evaluation

<http://eprints.uwe.ac.uk/33602/1/UWE%202017%20BSA%20Science%20Festival%20Network%20Evaluation%20Report%20web.pdf>