

<b>Proposal ID:</b>	
<b>Title:</b>	
<b>Organisation:</b>	
<b>Report No.:</b>	
<b>Report Type:</b>	
<b>Report Due Date:</b>	
<b>Year of Report:</b>	
<b>Amount of Award:</b>	

<b>Report Details</b>
<b>Please outline in bullet points what you aimed to achieve with this project (300 words).</b>
<b>Please explain how you met your objectives (800 words).</b>
<b>Please outline how the following points were addressed in the festival/event (500 words) 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 workshopsto inspire a greater interest in science among young adult attendees</b>
<b>Project Partners (formal partners in the project - please also highlight any additional partners since your original application)</b>
<b>Please outline any additional collaborators who made the delivery of this festival possible</b>
<b>What are the key highlights/successes of your project (500 words)</b>
<b>What are the top tips you would have for someone doing a similar project (500 words)</b>
<b>Please outline challenges encountered, the causes and if and how you were able to overcome them (500 words).</b>

<b>Audience Reach</b>
<b>Please indicate which of the following population groups were the main target audience of this project (choose all that apply)</b>
<b>Did the project reach the intended target audience?</b>

<b>Did your project specifically target any of the following audience groups?</b>	
<b>Please indicate the numbers of individuals directly engaged by the project - numeric value only:</b>	
<b>Please indicate the geographical target area of the project (choose all that apply)</b>	
<b>Explain how the audience reach figure has been derived</b>	

<b>Evaluation</b>	
<b>How did you evaluate your project? (250 words)</b>	
<b>Outline the findings from your evaluation? (500 words)</b>	
<b>Describe what you have learned from the findings (500 words)</b>	
<b>Explain how you have shared, or intend to share, these learnings (250 words)</b>	
<b>If you would like to add any relevant further information not covered above, please add it here.</b>	
<b>If there is anything further you would like to share about the project or any feedback on the Science Week Call process, please add it here</b>	
<b>If there is anything you would like to suggest or recommend for future Science Week calls, please add it here</b>	
<b>Please provide a list of the media coverage including broadcast, press and social media.</b>	

<b>Finances</b>	
<b>Total Project Costs:</b>	

Category	Details	Total Project Costs	SFI Discover Funding Spend
Project Management	Oversight and management of project. Admin of schools and development of programme	5000.00	5000.00
	Catering, AV equipment, tour cost	5000.00	5000.00
Marketing & Promotion (include website)	Website, social media, photography	0.00	0.00
Consumables	Materials for workshops	0.00	0.00
Training	Outreach and programme training for staff	0.00	0.00
Expenses (e.g. travel)	Bus hire for schools	0.00	0.00
Other - details must be provided	Take home for each child	0.00	0.00
Evaluation	Evaluation to be carried out by DCU	0.00	0.00
		10000.00	10000.00

Partner Organisation	Contribution to Project	Year 1 Cash	Year 1 In Kind	Total
other organisation	trainers	500.00	200.00	700.00
		500.00	200.00	700.00

Category	Details	Amount
Payroll costs per person (broken down by person)	mr a	0.00
Payroll costs per person (broken down by person)	mrs b	0.00
Third party costs (supported by invoice) *	hire of venue	0.00
Travel & subsistence per person	Mr a travel to x venues on x days	0.00
Sundry costs	consumables	0.00
		0.00

<b>Finance Officer Name:</b>	
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