

## Wellcome Centre for Human Genetics/UKSFN project - guidance for Festivals

The UK Science Festivals Network (UKSFN) is delighted to be partnering with the Wellcome Centre for Human Genetics (WHG) to bring together festivals and WHG researchers to codevelop and deliver public facing events exploring themes around genetics during 2023.

The UKSFN is managed by the British Science Association (BSA), who will be managing this funding scheme.

Festivals can apply for up to £5000 funding (depending on the scale and format of the proposed project) to run an event that will engage audiences from the general public with content on genetics research topics as proposed by participating WHG researchers. We are open to a variety of event formats ranging from debates or panel discussions to workshops, performances and any other event format that can be used to effectively communicate the chosen topic. The event does not have to take place during the core festival dates of the participating festival.

The research topics that these events can address will be proposed by the WHG researchers as part of an Expression of Interest (EOI) in participating in this project. Researchers will also have the opportunity to express what types of event format and audiences interest them. These researcher EOIs will then be shared with the UKSFN and festivals will then have their own opportunity to submit an EOI, including an event description and their preferences for the researcher EOIs which have been shared. The BSA and WHG public engagement teams will then match the festivals and WHG into the optimal pairings through a matching process, at which point paired researchers and festivals will be able to collaborate and further develop the event. At this point festival organisers will be asked to formally apply for the grant. We anticipate that all festivals who are invited to formally apply for the grant will be successful, barring any major deviations from the original proposals outlined in the EOIs.

### Conditions of the funding

When applying for WHG/UKSFN project funding, UKSFN members are asked to agree to the following conditions:

- The project/event/activity cannot begin before the 1 May 2023. The event must have taken place by 31 October 2023;
- Festival organisers must complete a short organiser survey and undertake any audience/contributor evaluation that the BSA requires as part of the project which will involve distribution and collection of evaluation forms at your activity. Evaluation will be coordinated by the BSA, but festival organisers will be required to provide the necessary information by the dates agreed.
- Festival organisers should maintain frequent communication with the specified contact at the BSA regarding any developments associated with the project and should notify them of the date(s)/time(s) of any events/activities associated with the project at least 30 days before they occur;
- The event/activity must be related to a genetics theme agreed upon through collaboration between festival organisers and WHG researchers.
- The event must carry the WHG logo and UKSFN logo on any comms and collateral;



- British Science Association guidelines are that for events with 3 or more speakers, not all speakers can be men.
- The events should be free to access.

**If the festival is not able to run an event within the allocated timeframe and within the above conditions, the funding will need to be returned, in part or full, to the BSA.**

**If the evaluation is not correctly completed or if the event differs greatly to the event specified in the application, the BSA reserves the right to ask for the funding to be returned.**

Please consider contingency plans in case of illness or unforeseen circumstances.

### Researcher requirements

Festivals organisers should be aware that WHG researchers participating in this project are asked to maintain regular contact with their festival contact during the planning and delivery phase of this project. They will work alongside their festival contact to develop the event content and may be required to travel to attend their event in person. They will also participate in Public Engagement training, which will take place in March/April 2023 and will be coordinated by the BSA.

### What information will be asked for as part of the Expressions of Interest and Application process?

Both researchers and festivals will be asked to submit EOIs, as part of the initial WGH researcher-festival matching process

#### WGH Researcher Expression of Interest

Researchers will be asked to describe their research area and public engagement history as part of their EOI. They will also be asked if they have any interest in particular event formats and audiences.

#### Festival Expression of Interest

The researcher EOIs will be shared with the UKSFN in early December. Festivals will be then asked to provide the following information as part of their EOI:

- **Name and contact information**  
Name of festival organiser, Festival name, email address, telephone number
- **Festival Name and Location**
- **Proposed event description (300 words max)**  
Event format, and target audiences. This does not need to be a complete, fully formed event plan, but an overall idea of what form the project will take and how it will run.
- **Approximate event date**
- **Approximate Budget**  
Funding is available for up to £5000. We welcome a range of applications encompassing both smaller and larger budgets, depending on the scale and format of the proposed event.

Please be aware that this funding can be used to cover speaker costs, venue hire, catering or staff costs. Please be aware that the requested budget will need to take into account any reasonable travel and accommodation expenses for the researcher. Please try to be as accurate as possible when detailing the proposed budget so that this scheme can support as many proposals as possible.

- **Researcher preferences**

This section will be used to share details of which researchers the festival would like to be matched with in priority order, based on the researcher EOIs to be circulated in early November. Please be aware that these details will be taken into account during the matching process to try and create the most appropriate match between researcher and festival. While we will try and honour preferences wherever we can, it may not always be possible to grant each festival their first choice.

**EOIs from festivals should be submitted by completing the Festival EOI form (link emailed separately). The deadline for the festival EOI is 17.00 on Tuesday 24<sup>h</sup> January 2023**

#### Applying for the grant

Once festivals and WHG researchers have been matched and put in contact to further codevelop the event, the festival organiser will be required to complete an application form, to formally request the funding. This may include confirming some of the information provided in the EOI and expanding on some of the details, providing additional information where appropriate. Applicants will be asked to provide the following key information:

- **Town/city**

Where in the UK will the project be held?

- **Event venue/location**

Please provide details of the venue or location within the above town/city with as much detail as is available at this point e.g. region, borough or postcode.

Projects/events/activities should take place in informal learning environments (i.e. not in a school/classroom)

- **Description of event or activities (max 300 words)**

In this section, provide details about the intended project, events or activities and how these are suitable for the target audiences.

- **Approximate date**

All projects/events/activities must be completed by 31 October 2023. Please give the proposed date in as much details as possible at this point e.g. which month. It does not have to take place during the festival.

- **Finalised budget**

As stated above, funding is available for up to £5000 and can be used to cover speaker costs, venue hire, catering or staff costs. Please be aware that the requested budget will need to take into account any reasonable travel expenses for the researcher. Researchers are likely to be travelling from Oxford.

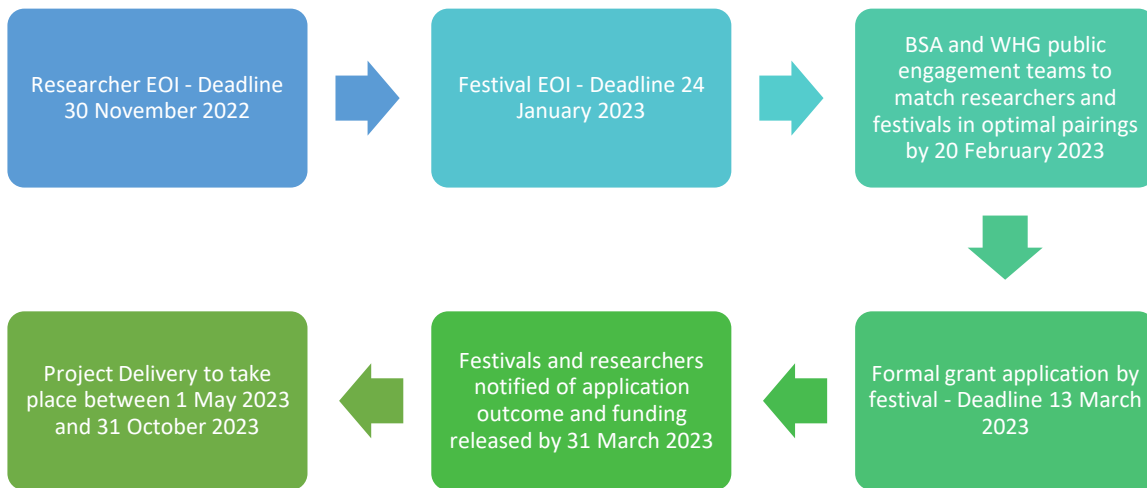
Please be aware that there is a finite pot of funding and if your finalised budget differs significantly from the approximate budget proposed in the festival Expression of Interest, you should inform the BSA contact as soon as possible to discuss this as we cannot guarantee it will be possible to accommodate significant adjustments.

**The deadline for formal applications by festival organisers is 17.00 on 13 March 2021.** To apply, the festival organiser should complete the project proposal form (emailed separately) by then.

#### How to apply, deadlines and payments

The key deadlines and milestones for this project are summarised below.





Please note, that BSA is not liable for any lost deposits or payments if your application is unsuccessful.

If you have any questions, please contact the BSA Team at ([festivals@britishscienceassociation.org](mailto:festivals@britishscienceassociation.org)).