APPLICATION FORM - Public Engagement Funding 2025/6

Please read the guidance document before completing this form and ask your School PE Lead for support.

1	**Researcher name(s)**

2	**Researcher(s) academic school(s)** (SACI, SAS, SCEBE, SHSC, TBS or other)

3	**Email address for each researcher**

4	**Project title** One short sentence outlining your project

5	**Your project aim** Why do you want to do this project? [word limit 200 words]

6	**Project participants and audience** Who else will be involved in the project? [word limit 200 words]

7	**Participants' and audience's project aim** Why and how do you think your participants and audience will want to be involved? [word limit 200 words]

8	**Project activities** What do you plan to do? [word limit 200 words]

9	**Dates, duration and location of project** Please give any details you know about the project. If you are still unsure at this stage, please share what you are thinking could be possible around dates location and duration. [word limit 200 words]
10	**Potential conflict of interest (if relevant)** Please share any details of connections you may have with people, places, organisations etc. This is to act fairly and transparently, and it is unlikely to impact the outcome of a funding application. Please discuss this further with a PE Lead if needed. Examples of connections may include (but are not limited to): volunteering for a community group, having a close connection to someone employed by the proposed partner, being a board member or trustee for the organisation etc. [word limit 100 words]

		Yes	No
11a.	Will your public engagement activity involve potential vulnerable individuals? (young people under 18, older people over 70, people with additional needs, people with learning disabilities, people with asylum status or other groups)	☐	☐
11b.	Is the public engagement activity discussing socially or culturally 'controversial' topics (for example pornography, extremist politics, or illegal activities)?	☐	☐
11c.	Is there any realistic risk of researchers or any participants experiencing either physical or psychological distress or discomfort?	☐	☐
11d.	Will your public engagement activity involve the collection of data directly from participants?	☐	☐
11e.	Will your public engagement activity involve taking and photos or filming the participants?	☐	☐
11f.	If you are going to report, write up or publish your activity, will the participants' anonymity be protected, and where appropriate will they be informed that this process will be recorded, and be given the opportunity to take part?	☐	☐

If you have answered YES to questions 11a-c your School Public Engagement Lead may request more information from you if your application is successful and in some cases advice may be sought from your School Integrity Lead.

12	**Breakdown of costs:**

Please provide full details for the planned expenditure below (if your plans are still being developed please give us some estimates ie. event space hire, catering, additional resources etc). Public Engagement Leads can help you with this.	
TOTAL budget requested (maximum £2,000 per academic school):	

Applicant's initials and declaration: I agree to use the funds only for the above purposes and to provide a report within one month of the project's completion.	[enter your name]	[enter date]
Line manager or supervisor: I confirm that I have notified my line manager or supervisor that I am applying for public engagement funding	[enter name of your line manager/ supervisor]	
Public Engagement Lead contact: Please note the names of Public Engagement colleagues you have discussed the project with	[enter names of PE contacts]	