

SOCIETY AWARDS PRELIMINARY APPLICATION GUIDELINES



Notes for guidance in completing the Society Awards preliminary application form

The Society Awards are part of the Wellcome Trust's Engaging Science grants programme, which funds projects that engage the public with biomedical science and its social contexts. Society Awards aim to support public engagement activities that have a significant impact at national or regional level and that address a key need.

Society Awards projects should cover at least one of the following areas:

- examine the social, cultural, historical and ethical impact of biomedical science
- encourage new ways of thinking about biomedical science
- encourage high quality interdisciplinary practice and collaborative partnerships
- investigate and test new methods of engagement, participation and education

They should also aim to:

- stimulate interest, excitement and debate about biomedical science through various methods
- support formal and informal learning about biomedical science
- reach new audiences not normally engaged with biomedical science, as well as continuing to target existing audiences

The Wellcome Trust is a global charitable foundation dedicated to achieving extraordinary improvements in human and animal health. Allied to this is a commitment to develop and support activities that stimulate interest, learning and dialogue on biomedical research and the questions it raises for societies.

These guidance notes should be read by all concerned, including the applicant, any other key people involved in the application and the head of the organisation or department in which the work will be undertaken.

For further information about Society Awards please contact:

Society Awards

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WHO CAN APPLY?

The scheme is open to a wide range of people including mediators and practitioners of science communication, science centre/museum staff, artists, educators, health professionals, and academics in bioscience, social science, bioethics and history.

Organisations might include: museums and other cultural attractions; arts agencies; production companies; schools; local education authorities; universities and colleges; youth clubs; community groups; research institutes; the NHS; and science centres.

Partnership projects (between different people and organisations, e.g. scientists and ethicists, educators and artists) are welcomed.

Applicants must be based in the UK or the Republic of Ireland, although other members of the project team can be based overseas. The proposal must be aiming to engage a UK and/or Republic of Ireland audience but the subject matter can be international.

No employee or Governor of the Wellcome Trust may apply.

Applicants must apply through an organisation, such as an academic institution, charitable body or other not-for-profit organisation.

Applications will also be accepted from commercial companies who would not otherwise be able to undertake the proposed work and where outputs would not be considered for commercial profit.

Applicants may submit more than one project grant application to the Trust at any one time, provided the proposals are clearly identified as being different.

Resubmissions of the same project will not be accepted to any Engaging Science scheme unless the Principal Applicant has been invited to re-apply by the scheme's project manager in writing.

WHAT CAN BE APPLIED FOR?

These awards offer support for large scale activities, aimed at supporting projects that will have a significant impact, either nationally or regionally, on public engagement with science and related issues.

Projects can be considered for over £30,000. Whilst we do not put an upper limit on how much you can apply for you should discuss your project with the Trust at the earliest possible opportunity and we can advise on what would be appropriate.

For similar projects that are £30,000 or under, please refer to the People Awards: www.wellcome.ac.uk/people.

Projects are funded for a maximum of three years.

Grants can be made for:

- partnership projects, e.g. between scientists and artists or ethicists and educators; projects seeking partnership funding from other recognised bodies;
- projects which have the potential for wider application;
- projects taking place in different settings, e.g. schools, galleries, science centres, health centres etc.
- projects involving links between historians of medicine and biomedical scientists/clinicians that stimulate an informed debate around current health and research issues.
- projects which promote historical research in a manner that stimulates an informed dialogue between researchers, policy makers and the wider public with the aim of raising awareness and understanding of biomedical science.

This list is not exhaustive.

Health promotion or campaigning projects, arts projects for therapeutic purposes, or projects that do not deal with biomedical sciences or the history of medicine are not eligible.

Large broadcast media projects are not eligible for consideration through the Society Awards. These projects can be considered through our [Broadcast Strategy](#) and the Large Broadcast Awards. Smaller broadcast media projects are eligible for funding either through the [People Awards](#) (for production costs) or the [Broadcast Development Awards](#) (for development costs).

Costs requested can include:

- personnel costs directly related to the project, including salary replacement or cover e.g. teaching staff
- direct activity and production costs including venue costs, equipment and materials
- project travel costs, including costs of travel to monitoring meeting and attendance at relevant UK conferences
- project publicity costs
- project administration costs where this is not already covered by other funding

What is not covered:

- full economic costs <http://www.wellcome.ac.uk/About-us/Policy/Policy-and-position-statements/WTX026852.htm>
- salary costs of staff who are already funded by their organisation
- core overheads of the applying organisation not related to the project e.g. heating, rent
- expenses incurred in submitting an application (including attending interviews)
- academic courses or research such as Masters degrees or PhDs
- costs arising prior to the start date of the project

HOW TO APPLY

Applications for funding will only be accepted on the official application form which can be downloaded from the website: www.wellcome.ac.uk/society

Please note that applications should be **submitted by email only** to society@wellcome.ac.uk.

The Committee will not see any binding or covering letters. Faxed or hard copy applications will not be accepted.

Receipt of your application will be acknowledged electronically within 10 days of the deadline.

DEADLINES

Please refer to the Wellcome Trust's website for deadline dates for the Society Awards.

For the **April** deadline we will accept proposals on any topic that relates to biomedical science and the issues it raises; this is a vehicle to support topical and emerging issues.

For the **October** deadline we only accept proposals that are related to the topic advertised on our website.

SELECTION PROCESS

Preliminary applications will be assessed by the Society Awards Committee. If the preliminary application is approved, a full application will then be requested (approximately two months after the deadline). This will need to include fully worked up details of the project, its rationale, aims and objectives, details of the audience and marketing plans, implementation plans, expertise of the project team, financial information, evaluation strategy, potential risks and any other relevant information.

The full application will be peer-reviewed by at least two independent reviewers and applicants will be invited to respond to the reviewers' anonymised comments.

Applicants will then be asked to present to the Society Awards Committee. At this meeting, the business plan, reviews and applicants' responses will be discussed by the Committee. A funding decision will be made following the discussion.

PUBLICITY

The Wellcome Trust reserves the right to make non-profit use of the end results of a funded project, to further the Trust's charitable objectives. Such use may be made, for example to ensure wider dissemination of the results, or in materials describing the funding activities of the Trust.

Funded organisations will be required to acknowledge the Wellcome Trust's support on all marketing/publicity materials relating to the project.

COMPLETING THE APPLICATION FORM

Applications must be typed in a typeface of adequate size for reading and not hand written.

Abbreviations should not be used unless fully explained.

The application must be complete in itself, no additional pages will be accepted unless specific instruction is given.

Applications which do not conform to this and/or are not suitable for reproduction will be returned. Incorrectly completed forms may lead to a delay in consideration. Applications which cannot be easily read will be returned to the applicant for resubmission.

APPLICANT'S DETAILS

Q1 Details of Principal Applicant

The Principal Applicant 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 the Trust will correspond about the application. The Principal Applicant is normally considered by the Trust to be the 'Holder' of the award, i.e. the grantholder.

Q2 Organisation to which the grant will be awarded

The Principal Applicant does not necessarily have to be employed by the organisation to which the grant will be awarded. However, please provide documentary evidence that the Principal Applicant is authorised to apply on behalf of the host organisation. Payments will be made to this organisation.

Q3 Coapplicants

A Coapplicant is someone who has significant input into the project.

Additional project team members

Please provide names of all individuals with a direct involvement in the project. This could be advisors, project managers, administrators, mentors etc.

PROJECT AMOUNT AND DURATION

Q6 Proposed start date

Applicants should ensure the start date is not before the date you expect to receive a funding decision. This will be approximately one month after the Committee interviews shortlisted applicants.

Length of project

The maximum period is 36 months.