Application Form: RDS Public Engagement Fund

Thank you for your interest in the public engagement fund. This document is for your reference only. **Please apply using our** [**online form**](https://forms.office.com/Pages/ResponsePage.aspx?id=xnaQA_ygOkWZxKlibkIhci_Sk5u8eX1Br_YFM2XIii5UQ0RLSEs0TU5DR0NYOTI4MVFQT1FSMzA5Wi4u) **only**. If you need help or support to complete the online form, please review our [guidance document](https://www.researchdata.scot/media/pyvhqrk3/guidance-public-engagement-fund-2024-25.docx).

If you have any questions, you can also email [engage@researchdata.scot](mailto:engage@researchdata.scot) and we’d be happy to help any way we can.

**Contact Information**

|  |  |
| --- | --- |
| Main contact full name |  |
| Job title |  |
| Telephone |  |
| Email address |  |

**About Your Organisation**

|  |  |
| --- | --- |
| Organisation name |  |
| Registered charity number (if applicable) |  |
| Briefly describe your organisation. What does it do and why? How large is the organisation in terms of employees and turnover?  Suggested: 200 words |  |

**Finance**

|  |  |
| --- | --- |
| Total amount requested  (Min £1,000 – Max 10,000) |  |
| Please provide an overview of the estimated costs of your proposed project.  Please list by item and approximate cost. If you are expecting match funding, or if some costs will be covered by your organisation, please also list and identify where these costs fit within the overall project. |  |

Do you have, or are you looking for, match funding for your proposed project?

* Yes
* No

|  |  |
| --- | --- |
| If yes, please specify how much and funding organisation |  |

Do you have a reserves policy?

* Yes
* No

|  |  |
| --- | --- |
| If yes, please include the link here or send a copy to [engage@researchdata.scot](mailto:engage@researchdata.scot) |  |
| If no, please briefly outline your reserves or sustainability plan  Suggested: 100 words |  |
| How many months' running costs does your organisation currently hold in reserves? |  |

**About your project**

This section will tell us about your proposed plans, we suggest you complete this section in approximately 1,500 words

Is your proposed project a one-off, part of a programme of work, or a pilot activity?

* One-off
* Part of a programme of work
* Pilot Activity
* Other (Please state)

|  |  |
| --- | --- |
| Project title |  |
| What are the aims and objectives of your project? Please include in here the proposed area of work and any partners/collaborators you will work with  Suggested: 200 words |  |
| Who are you aiming to engage and why?  Suggested: 100 words |  |
| What are the intended outcomes for the work?  Please include timescales, key milestones and any engagement techniques you intend to use  Suggested: 250 words |  |
| How will you evaluate the level of success of your activity?  Suggested: 200 words |  |
| How do you plan to communicate and share your work?  Suggested: 150 words |  |
| How does the project align with the RDS strategy, values and key principles?  You can find link to our strategy, values, and key principles in our [guidance document](https://www.researchdata.scot/media/pyvhqrk3/guidance-public-engagement-fund-2024-25.docx)  Suggested: 250 words |  |
| Please provide details of who will be responsible for the management of the grant and delivering the activities. Please include name, job title, and their role. |  |

**Additional Information**

|  |  |
| --- | --- |
| Is there anything else you would like to note in support of your application?  This will not be scored but your response may provide further context for our Application Manager. |  |

How did you hear about the Public Engagement Fund?

* Research Data Scotland website
* Research Data Scotland newsletter
* Word of Mouth
* Search Engine
* LinkedIn
* Twitter
* Direct e-mail
* Other (please state)

|  |  |
| --- | --- |
| Do you have any feedback for us, so that we may improve the application process in future? |  |

If you have any questions, please email [engage@researchdata.scot](mailto:engage@researchdata.scot).

If you would like to hear more about the latest Research Data Scotland updates, [sign up to our newsletter](https://www.researchdata.scot/newsletter/).