

**THE MANCHESTER ESRC FESTIVAL OF SOCIAL SCIENCE 2020**

**Festival applicant guidelines**

Please read these guidelines before applying for your event to be included in the Manchester ESRC Festival of Social Science.

**Introduction**

The Festival of Social Science 2020 offers an opportunity for researchers to hold online events/ produce virtual resources aimed at **non-academic** audiences. Events/resources which are aimed primarily at academic audiences are not eligible to be part of the Festival or to receive sponsorship.

The Festival of Social Science 2020 will take place from **7-15 November**, and for the first time will be entirely virtual. Applications for sponsorship of **up to £1500** can be made to assist with the production and delivery of online events and resources such as (but not limited to):

* Blogs
* Film screenings
* Online workshops
* Infographics
* Social media events

We would warmly welcome applications which showcase collaborations across multiple ESRC IAA institutions, promoting a joined up approach to the Festival which may have been prohibited due to geographical boundaries in previous years.

**Purpose of the Festival**

The Festival of Social Science is designed to promote and increase awareness of social sciences and the ESRC's research, enable social scientists to engage with non-academics and increase awareness of the contributions the social sciences make to the wellbeing and the economy of the UK society.

Each year the Festival:

* Offers a week of activities celebrating the diversity of ESRC-funded and social science research
* Has a geographical spread of activities across the UK
* Continues to increase the number events focused on engaging the public and young people with social science research
* Includes events targeted at businesses, policymakers and the third sector.

This year, given the global crisis and requirement for social distancing, the Festival will be hosted entirely online, providing a virtual arena for researchers to share knowledge and raise awareness of the social sciences on a digital platform. Our dedicated webpage: [www.esrcmanchesterfest.ac.uk](http://www.esrcmanchesterfest.ac.uk) will be the central hub for all Festival events/promotions/ resources/activities.

**Aims of the Festival**

Through its Festival of Social Science, the ESRC aims to:

* Encourage, support and create the opportunity for social science researchers to engage with non-academic audiences
* Promote and increase awareness of the social sciences and ESRC's research
* Promote and increase awareness of the contributions the social sciences make to the wellbeing and the economy of the UK society
* Enable the public to engage with social science research
* Engage with teachers and young people and to raise their awareness of the social sciences.

Each year the ERSC measures if the aims have been met through the [evaluation of the Festival](http://www.esrc.ac.uk/public-engagement/festival-of-social-science/organise-an-event/evaluation-of-previous-festivals/) against a series of objectives.

**Applying for sponsorship**

Events must:

* Be held during the ESRC Festival of Social Science 2020 (**7-15 November**)
* Fit with the aims and objectives of the Festival
* Be available online
* Feature social science (ideally with a social scientist involved in the event)
* Be free to attend
* Not be aimed primarily at academic audiences.

Visit [www.esrcmanchesterfest.ac.uk](http://www.esrcmanchesterfest.ac.uk) for information on events funded in 2019. Despite the new virtual format, we expect that these examples may still be of use to you including:

* Film screenings
* Virtual activities
* Seminars/Presentations
* Exhibitions

Applicants can apply for **up to £1500 of ESRC sponsorship funding**. Applications are welcome from all staff and PhD students at the University of Manchester, but they **must** have a clear social science focus.

PhD student applicants must name as a co-applicant on the application form a member of staff who has agreed to provide advice and assistance where necessary, and to take formal responsibility for the event (including managing the finances, any health and safety requirements, etc.). The co-applicant may, but need not, be your supervisor.

Applicants are welcome to apply for sponsorship for more than one event although a separate application form must be submitted for each event.

You are advised to look at:

* [Festival evaluations from previous years](http://www.esrc.ac.uk/public-engagement/festival-of-social-science/organise-an-event/evaluation-of-previous-festivals/)
* [The ESRC Impact Toolkit](http://www.esrc.ac.uk/research/impact-toolkit/)
* [Top tips for holding an even](http://www.esrc.ac.uk/public-engagement/festival-of-social-science/organise-an-event/event-organisers-guide/)[t](http://www.esrc.ac.uk/public-engagement/festival-of-social-science/organise-an-event/event-organisers-guide/your-checklist-for-a-successful-festival-of-social-science-activity/) for the ESRC Festival of Social Science which offers useful insights into the process for both online and in-person events.

Applications will be judged against the following criteria:

* Consistency with the Festival's strategic objectives and aims
* Awareness of public concerns and a topical relevancy
* Targeting of specific audiences, particularly the public and young people
* An effort to reach groups outside of the Greater London geographical area
* Innovative and interactive events
* Realistic costing estimates and value for money
* The event must fall within the Festival week
* The event must be deliverable in a virtual format

To receive sponsorship for an event targeted at young people, school or college students you **must** be able to demonstrate sufficient interest from the school, college or youth organisation at the time of application. Failure to provide confirmation of support from the organisation may delay your application or result in the withdrawal of a funding offer.

**Costs**

* You may apply for up to £1500 (inclusive of VAT)
* Costs must be non-FEC
* Staff costs cannot be included
* Travel costs for limited domestic travel will still be eligible. Due to COVID19 and the virtual context of the Festival, we do not anticipate event organisers requesting large travel expenses. Any travel cost will need full justification.
* **The cost of** **food/other refreshments will no longer be an eligible cost for 2020**
* We have broken down the costs into six sections. Please ensure that you clearly detail the costs for your event. If your costs are unclear we will contact you for further information.

**How to apply**

The application form is available from <http://www.socialsciences.manchester.ac.uk/staff-intranet/esrc-festival/>. Your application must be submitted to Hannah Clark ([esrciaa@manchester.ac.uk](mailto:esrciaa@manchester.ac.uk)) by **17/08/2020**

**Deadlines**

Event organisers will be expected to meet the following deadlines:

|  |  |
| --- | --- |
| **30th November**  **30th November** | Return of attendee evaluation forms  Submission of invoices and expenses claims |