



Proposals for Small Events and Other Activities (2nd call – Feb 2018)

Call opens: Wednesday 14th February 2018
Call closes: Wednesday 28th March 2018 at midday BST
Funding available: Small grants of up to £2500 (including VAT) for direct costs

APPLICATION FORM

Please read the funding information about this call, guidelines and FAQs (see separate document) before completing your application form.

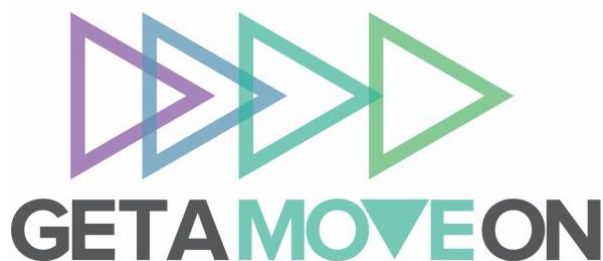
The application form should be returned by email in **PDF and Word format** to: gamo@ucl.ac.uk

Hard copies submitted by post will not be accepted.

SECTION 1: OVERVIEW OF EVENT

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| Title of event/activity (working title) | |
| Brief summary of proposed event/activity: the nature of the event/activity and what participants will get from it (max 250 words). If successful this may be used on the website or newsletter | |
| Intended audience / participants (max 100 words) | |
| Outline of event sessions or key elements of activity proposed (theme and ideas high-level) | |

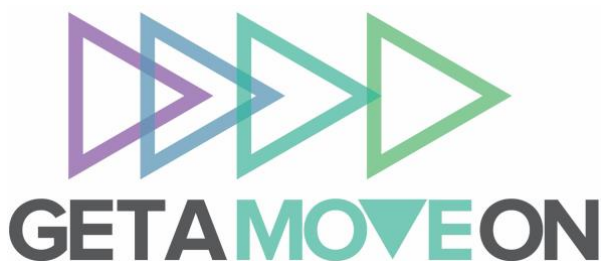
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| <p>content / activities for each session etc.). (Max 350 words. Present as a bullet point list.</p> | |
| <p>Outline objectives for the event/activity and intended outputs, outcomes and impacts. (max 150 words)</p> | <p>Objectives: Outputs: Outcomes: Impacts:</p> |
| <p>How will you measure the success of the activity? (max 150 words)</p> | |
| <p>How do you envisage these being disseminated within and beyond the GAMO network? (max 150 words)</p> | |
| <p>A short explanation of how your event /activity will help to achieve the aims and objectives of the GetAMoveOn Network+</p> <p>For example, how it will achieve one or more of: advance thinking in the field; engage our communities of interest and/or the wider public; encourage citizen science; stimulate debate; impact and inform future research, policy and practice; promote interdisciplinary working amongst researchers; achieve other relevant outputs/outcomes to</p> | |



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| address the challenges of reducing sedentarism and increasing physical activity etc. (max 250 words) | |
| Intended date of event (month and year only) or when other activity will be concluded by. NOTE: this will not be scored. We may need to discuss the date with successful applicants if there are clashes with other known events etc. | |
| How will you promote the event/activity? (Max 200 words) | |
| High-level breakdown of costs e.g. room hire, catering etc. | |
| Total funding applied for (including VAT) | |

SECTION 2: APPLICANT INFORMATION

| | |
|---|--|
| Lead Applicant Name | |
| Role / job title | |
| Dept/school/institute | |
| University/college/organisation | |
| Address | |
| Email | |
| Phone | |
| Twitter handle | |
| If lead applicant is a student, name of academic staff member to act as project mentor (must also be listed as co-applicant below). | |

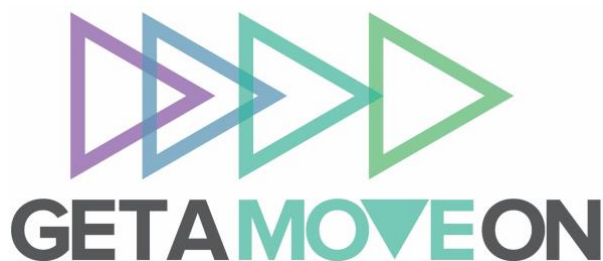


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| Co-Applicant 1 Name | |
| Role / job title | |
| Dept/school/institute | |
| University/college/organisation | |
| Address | |
| Email | |
| Phone | |
| Twitter handle | |
| If lead applicant is a student, name of academic staff member to act as project mentor (must also be listed as co-applicant below). | |

| | |
|---|--|
| Co-Applicant 2 Name | |
| Role / job title | |
| Dept/school/institute | |
| University/college/organisation | |
| Address | |
| Email | |
| Phone | |
| Twitter handle | |
| If lead applicant is a student, name of academic staff member to act as project mentor (must also be listed as co-applicant below). | |

If there are more than 2 co-applicants, copy, paste and complete the applicant details table here:

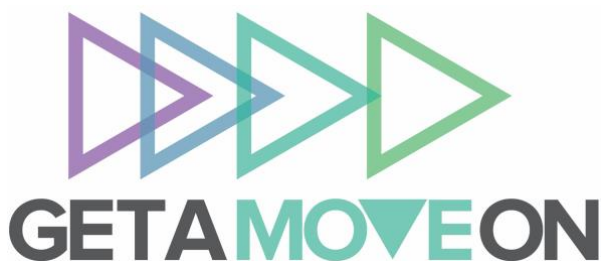
| | |
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| Name and address of Finance Administrator in Dept/school/institution NB: If your application is successful, your organisation will be required to sign a simple letter agreement setting out | |
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| <p>what you will deliver and the terms for funding. Please make your finance team aware of this and that they will need to approve this within 2 weeks in the case of a successful outcome.</p> | |
| <p>Head of department (or equivalent) approval</p> | <p>I confirm that the applicant has the approval of their Dept/ School/Institute.</p> <p>Signature: (Insert scan of signature)</p> <p>Date:</p> <p>Name:</p> <p>Role:</p> |

SECTION 3: DETAILS OF FUNDS REQUESTED (maximum £2500 inc. VAT)

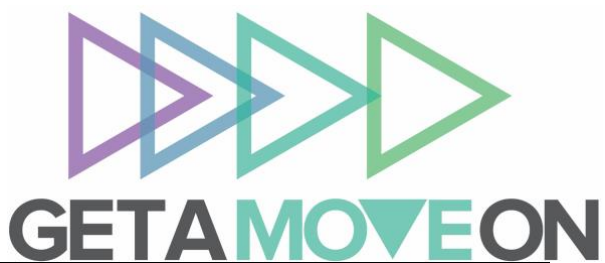
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| <p>Directly incurred</p> <p>Travel, subsistence and event/activity related costs (e.g. venue, catering, reasonable speaker fees, audio/visual support, materials, advertising) can be applied for, but not salaries or purchased equipment (equipment hire in support of events is fine). A budget where international travel expenses form a significant proportion of total costs will need to be clearly justified.</p> <p>These costs will be granted to successful applicants at 100% up to a maximum of £2500 (inc. VAT)</p> | |
| <p>Directly incurred – salary/day-rate costs</p> | <p>No funding available. Do not include these</p> |



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| including overheads | costs in your application. |
| Directly allocated (e.g. PI or other academic time) | No funding available. Do not include these costs in your application. |
| TOTAL | |
| Please confirm that these have been appropriately costed and approved by authorised administrators at your host institution | Yes/No |

OFFICE USE ONLY

| | Score (1 to 5) 1 = strongly disagree 5 = strongly agree | Notes |
|---|---|-------|
| There is a clear, attractive title for the event/activity | | |
| Summary clearly conveys what the event/activity is about, the nature of the event/activity, and what participants will get from it | | |
| Intended audience is relevant to GAMO objectives | | |
| Outline of content/sessions is appealing, relevant to GAMO aims/objectives, appropriate for the audience and indicates significant participative & interactive elements | | |
| Intended outputs and outcomes are clear and appropriate to GAMO aims/objectives and the researchers have given due consideration to how these might be disseminated within and beyond the GAMO network. | | |
| Do you foresee any issues with the intended date of workshop e.g. clashes with major conferences, other known events. Don't score – comments only. | NOT TO BE SCORED | |
| The organisers have a clear plan for promoting the event/activity which is appropriate to the nature of the event/activity and intended audience. | | |
| Breakdown of costs is realistic, reflects value for money | | |
| Total funding applied for is within the stipulated limit (£2500 inc. VAT) and does not include any types of expenditure/costs that we are not funding with this call (i.e. no salaries, overheads or directly | | |



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| allocated costs). | | |
| Average score | | |
| Overall assessment: should we fund this event/activity (indicate yes/no in score column and add comments) | Yes/no | |
| Name of reviewer | | |
| Date reviewed | | |