

Space Exploration Education and Outreach

Announcement of Opportunity

Notes for Guidance, Terms and Conditions

1. Aims of the Announcement of Opportunity

The AO is intended to harness the inspirational value of space exploration for education and outreach in the UK.

The UK Space Agency also aims to demonstrate the achievements of the UK in space and the relevance of space to society. The AO will therefore support activities which:

- Capitalise on the inspirational value of space exploration programmes to deliver education projects
- Demonstrate new techniques which can be repeated for larger audiences
- Enable a space-related element of a larger activity

2. Eligibility

The AO will be open to bids from individuals and organisations based in the UK. Bidders must be able to provide audited accounts (and hence individuals must have support of their sponsoring organisation or work in partnership with an organisation that can receive the funds).

Eligible organisations include academic or research institutions (including schools, universities, research councils, UK Space Agency partners), charities, trusts, companies, including not-for-profit.

3. Grants

We welcome bids that may be used to help attract funding from other sponsors.

Grants **may** cover all types of expenses, including contributions to salaries, costs of materials, travel and subsistence.

Grants **may not** cover fees for people already in paid employment where the proposed work could be reasonably undertaken as part of their normal duties; unclear costings and those which do not appear to be based on valid estimates; expensive items (e.g. equipment or buildings) unless they are intrinsic to the success of the project; projects that would go ahead even without UK Space Agency funds.

Note: Some successful awards may not be funded to the full amount requested to enable us to support as many worthy applications as possible.

4. Criteria and Review

Proposals will be judged by a Review Panel led by the UK Space Agency and supported by representatives of the UK space community. The judging criteria include:

- the quality and practicality of the proposals,
- the size of the audience that will be reached,
- alignment to the Announcement of Opportunity
- Value for Money

Activities **include** (but are not limited to): school resources, lecture materials, pilot outreach or education projects.

Relevant audiences include: young people, students and teachers, and should mainly be UK residents or organisations.

Bids that would leverage funding from other organisations will be looked upon favourably.

5. The Application Process

Submitting your application:

All proposals should be submitted no later than 16:00 29 August 2016. Please note we cannot accept proposals for retrospective funding, including those projects with a start date after the closing date for proposals but before the funding decisions are announced.

Please complete and submit your proposal by email to Susan Buckle at susan.buckle@ukspaceagency.bis.gsi.gov.uk

Notification of awards

Applicants will be advised of the results in writing as soon as possible after the Review Panel has met. **The Review Panel's decision is final.**

Awards will be given in the form of a contract/grant from UK Space Agency to the lead organisation.

It is expected that awards will be announced September 2016.

Payment is usually made in arrears, on completion of your project and receipt of your completed final report and invoices/receipts indicating how the funding has been used.

'Staged payments' may be made, especially if your project requires payments against invoices for large items or against certain milestones. These should be arranged with us as soon as you are told that your proposal has been successful and before you start spending against the award.

Publicity

The UK Space Agency may request the involvement of successful applicants in wider publicity activities, such as press releases. Applicants must agree to provide the UK Space Agency with access to any materials generated by their projects, at the final report stage, and a means by which to make such materials publicly available wherever possible.