**SCAF member-led event & activity fund**

**“Create, Innovate, Participate!”**

**Application form**

A blue and white logo

Description automatically generated

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Please submit your application by sending an MS Word copy of this document to [scaf@glasgow.ac.uk](mailto:scaf@glasgow.ac.uk) with the subject line “*SCAF | Member-led event application – YOUR NAME*”. You should cc. all your co-organisers in your email. No cover letter is required.

Please do not change the margins or line spacing of the form. Word counts for each section are an indication rather than a goal but should not be exceeded. Exceeding word counts will result in a reduction of your score.

**Part 1: Main Applicant Details**

|  |  |
| --- | --- |
| **Name** |  |
| **Organisation** |  |
| **Department / Unit** |  |
| **Job Title** |  |
| **Field(s) of expertise** | *List up to five* |
| **Email address** |  |
| **Social media handles** | Twitter: LinkedIn:  Other: |
| **Are you a SCAF member?** | Yes / No  *(delete as appropriate)* |
| **Are you an early-career researcher/professional** | Yes / No  *(delete as appropriate)*  *(if academic setting, PhD, postdoc, lecturer, junior scientist – defined as being <15yrs from PhD award, and not working in a tenured/permanent position at the senior lecturer level or above)* |
| **If yes (early career), please add details about your position (current role, whether open-ended or not).** |  |
| **Conflict of Interest** | *Please declare your affiliations or interests which might create or be a conflict of interest in relation to the conduct of this proposed research project. (Write “none” if applicable.)* |
| **Data Processing & privacy** | **I consent to the university processing my personal data for the purposes detailed –**  Yes / No  *(delete as appropriate)*  *Our privacy notice is available here:* [*https://www.gla.ac.uk/research/az/scaf/privacypolicy/*](https://www.gla.ac.uk/research/az/scaf/privacypolicy/)*. As part of our EDI strategy, details from your membership registration may be matched to this application for evaluation purposes.* |
| **Have you been awarded SCAF funding before (pump-priming as Principal Investigator, mentorship travel bursary, activity grant)?** | Yes / No  *(delete as appropriate)*  *If yes, please specify which SCAF award you have received and when.* |
| **Where did you hear about this call for activities?** | SCAF Newsletter  SCAF website  SCAF Slack community  LinkedIn  X (formerly Twitter)  Facebook  Word of mouth from a SCAF member  Word of mouth from a non-SCAF member  Other (please specify): |

**Part 2: Co-organiser(s) details:**

*For more than one co-organiser, copy and paste the table to add as many organisers as required.*

|  |  |
| --- | --- |
| **Co-organiser Name** |  |
| **Organisation** |  |
| **Department / Unit** |  |
| **Job Title** |  |
| **Field(s) of Expertise** | *List up to five* |
| **Email address** |  |
| **Social media handles** | Twitter: LinkedIn:  Other: |
| **Are you a SCAF member?** | Yes / No  *(delete as appropriate)* |
| **Are you an early-career researcher** | Yes / No  *(delete as appropriate)*  *(if in an academic setting, PhD, postdoc, lecturer, junior scientist – defined as being <15yrs from PhD award, and not working in a tenured/permanent position at the senior lecturer level or above)* |
| **If yes (early career), please add details about your position (current role, whether open-ended or not).** |  |
| **Have you collaborated with the Main Applicant or any other of the co-applicants before?** | Yes / No  *(delete as appropriate)*  *If yes, please add details about your collaboration.* |
| **Conflict of Interest** | *Please declare your affiliations or interests which might create or be a conflict of interest in relation to the conduct of this proposed research project. (Write “none” if applicable.)* |
| **Data Processing & privacy** | **I consent to the university processing my personal data for the purposes detailed –**   Yes / No  *(delete as appropriate)*  *Our privacy notice is available here:* [*https://www.gla.ac.uk/research/az/scaf/privacypolicy/*](https://www.gla.ac.uk/research/az/scaf/privacypolicy/)*. As part of our EDI strategy details from your membership registration may be matched to this application for evaluation purposes.* |

**Part 3: Event/Activity Proposal**

|  |  |  |
| --- | --- | --- |
| **Provisional Activity Title** |  | |
| **Proposed Date(s)** |  | |
| **Where will the activity take place?** | (Location and venue) | |
| **One-liner.** | *Please describe your event/activity in one line (max 50 words) – SCAF may use this information to promote the activity or report on the award* | |
| **Activity description** (max 300 words). | | |
| *Summary of your event/activity. This version is for application purposes but may be used for further dissemination* | | |
| **Activity type** | Grant-writing workshop  Research sandpit  Networking event  Training/skills based event  Writing retreat  Lecture/Talk  Panel discussion  Group discussion  Self-led walk, tour or trail | Guided walk, tour or trail  Workshop / Interactive activity  Exhibition  Show / Performance  Artwork / Installation  Film / digital communication project  Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Let us know who is involved in this event/activity**  (max 200 words) | *Please indicate if there will be a speaker/presenter, support team, marketing support, coordinator etc.* | |
| **Will you require support from the SCAF office to organise the event/activity?** | Support with activity advertising and dissemination  Teams / Zoom meeting set-up (for online / hybrid events)  Other: \_\_\_\_\_\_\_\_\_\_\_\_  I do not need any support from the SCAF office, other than registration and monitoring/evaluation  *SCAF will support teams with registration for activiti*es *and events as well as evaluation and feedback. Please briefly outline your plans on event advertisement, registration and evaluation (beyond what SCAF would support).* | |
| **Is this an open (anyone invited to join) or closed (selected invitee list) event/activity?** | Open / Closed  *(delete as appropriate)* | |
| **What is the size of the expected audience/participant group?** | Please provide an approximate range (min – max) | |
| **Who is the target audience/participant group? How will you include SCAF members and early career professionals** (max 200 words)? | *Please include details on*   * *number of seats for people in the applicant’s network* * *number of seats for SCAF members* * *number of seats reserved for early career professionals* | |
| **Is the event/activity in-person, hybrid or online?** | In-person only  Hybrid  Online only  *Hybrid events/activities should be set in locations that can effectively support this type of event* | |
| **How does the project align with SCAF aims and values** (max 150 words) |  | |
| **Team’s relevant experience and expertise, including an outline of your input to date into SCAF** (max 150 words) |  | |
| **Which SCAF theme/workstream does the event/activity fit into?**(max 100 words) | Mapping  Innovation  Culture & Heritage  Food security & Community  Food Systems workstream  Academy of Citizens  *Please detail how your event/activity is linked to the SCAF theme(s) / workstream and whether you’ve discussed the event/activity within the theme/workstream.* | |
| **Which SCAF planned outputs does the event/activity link to?** (select all that apply) | A common language and understanding, shared definitions  Conversations at the interface of themes, bringing together diverse audiences, facilitated through workshops, events, displays, exhibitions, fairs, etc  Dialogues on policy drivers linked to SCAF themes  Comprehensive & connected metrics for health, sustainability, equity  Evidence-led/based new food infrastructures, products and initiatives  Collaborative funding bids aligned to policy drivers, with stakeholders' input  Pump-primed feasibility projects and exchanges  New connections and a diversified network, through (for example) website showcase, directories, maps of capacity  Showcase of research successes and effective transformation, evidence repositories, strategies to identify and access evidence | |
| **Which SCAF planned outcomes does the event/activity link to** (select all that apply) | Enhancing research collaboration and knowledge sharing and engaging industry and third-sector stakeholders in R&D  Strengthening pathways to impact for research projects and increasing visibility and funding for Scottish research in the fields linked to food/nutrition  Improving job security and cross-sector mobility for researchers  Normalising health, equity and sustainability across the broader food sector  Bridging gaps between production and nutritional quality, shifting consumer habits and understanding  Improving communication and engagement, and developing a shared understanding of research's power  Developing transdisciplinary approaches and skills transfer  Creating a consensus and shared understanding among stakeholders | |
| **How do this event/activity's expected outputs and outcomes link to the abovementioned SCAF outputs and outcomes?** (max 150 words) |  | |
| **How will this event/activity be sustainable, including access, travel, catering, printing, and other resource use?** (max 200 words) |  | |
| **Event/activity Equality, Diversity, and Inclusion (EDI) statement: organisers and participants** (max 200 words) |  | |
| **Please provide details on event/activity costs. (max 200 words)** | | |
|  | | |
| **Co-badging/co-funding: Is another organisation involved in funding or coordinating the event/activity?** | Yes / No  *(delete as appropriate)*  *If yes, please add details about in-kind and cash contributions.* | |
| **Please make us aware if your event/activity contains any potentially distressing/controversial content.** (max 100 words) |  | |
| **Please indicate any risks associated with this event/activity and the proposed mitigating actions.** (max 100 words) |  | |
| **Please provide any other information that might be relevant to support your application** (max 100 words). |  | |