



2018 PHILADELPHIA SCIENCE FESTIVAL MICRO-GRANT PROGRAM

PROGRAM OBJECTIVE

The Philadelphia Science Festival (PSF) Micro-Grant Program is designed to support science, technology, engineering, art and/or math (STEAM) focused programs and projects taking place during the 2018 Philadelphia Science Festival (April 20—28, 2018). The program provides funding in three categories: Community Based-Programs, Collaborative Events, and Science + Art projects. Grants range from a minimum of \$100 to the maximum of \$2,000.

MICRO-GRANT FUNDING CATEGORIES

Community-Based Programs – The Philadelphia Science Festival aims to support, grow and diversify the reach of science programming throughout the region. In an effort to do this, micro-grants will be awarded to groups who are interested in planning an event or science activity in their home communities. The goal is to empower and support community groups who wish to run their own science programs as part of the Philadelphia Science Festival, enabling new local audiences to engage with science. We are particularly interested in supporting events that demonstrate the role science plays in the daily lives of people throughout the community. Examples of events include sports science sessions with youth sports teams, community-created science exhibitions in churches, mosques, synagogues, community gardens, recreations centers, and community-led research projects and experiments.

Collaborative Events – The Philadelphia Science Festival provides a unique opportunity for STEM organizations throughout the region to work together to tell the story of the incredible scientific and technological advancements that are happening throughout the Delaware Valley. Collaborative Events offer an opportunity for participating partners to take risks, so programs should be engaging, exciting, clever, experiential, and convey the sense of awe and wonder that is at the heart of science discovery and achievement. Examples of programs could include talks featuring scientists in the same field employed at different organizations, theater style shows where a science institution collaborates with a group of artists, or whatever else you can collaboratively dream up.

Art + Science Projects – The Philadelphia Science Festival is seeking applicants interested in developing new forms of interactive installations that join science with art. Projects must be completed and presented during the Festival dates or incorporate an opportunity for the general public to engage with the piece at some point during the Festival. Examples of projects could include scientifically-informed theatre productions, interactive art installations, digital projections, and visual representations of scientific or mathematic concepts.

HOW CAN THE GRANT MONEY BE SPENT?

Grant money can be used for materials, refreshments, room rental, AV rentals, reasonable volunteer expenses, transportation or other costs of creating your programs or projects.

Micro-grant money cannot be spent on large competition prizes, large non-consumable equipment (e.g., purchasing microscopes or computers), ongoing staff costs, costs that are already covered by other funding, general operational expenses and overhead that is paid for by other income.

WHAT WILL WE ASK IN THE APPLICATION?

You will be asked to provide the following information in your application:

Event details (i.e., date, time, location). Please note, you do not need all the final details of your event at the time of applying – please just provide your best estimate

- A general description of the event or project (300 words maximum)
- A description of your event or project objectives, including the audience(s) your event will target and how you will ensure their engagement (300 words maximum)
- A list of collaborating organizations or individuals
- A completed budget template outlining costs associated with the event and how the grant money will be used
- A brief outline of your promotional plan and timeline. Please note that PSF staff will provide flyers or other requested promotional collateral for your event

DEADLINES AND PAYMENTS

The deadline for applications is November 17 at 5:00 pm. Applicants will be notified of the outcome of their applications by email on or before December 4. Award recipients will be asked to provide a completed W-9 form and an invoice to The Franklin Institute for the award amount in order to receive payment.

CONDITIONS

By applying for the grant, you are agreeing to the following conditions:

- Your event must fall within the dates of the 2018 Philadelphia Science Festival (April 20—28, 2018).
- For Collaborative Events, you must work with at least one additional individual or organization on an event or project; for Community-Based Programs and Art + Science Collaborations, priority will be given to proposals that include additional collaborating organizations.
- You agree to adhere to event planning guidelines and timelines.
- You must invite PSF staff to attend important planning meetings.
- You must order and distribute PSF provided promotional collateral for your event and create a promotional plan that encompasses social media and material distribution.
- You will submit a signed Indemnification Form and provide a Certificate of Insurance by April 2, 2018.
- You must distribute a short evaluation form (provided by PSF) to your event participants and return completed forms to PSF staff after the event.
- You must complete a short feedback form (provided by PSF) after the Festival.

If for whatever reason you end up not running your event or you do not complete your project during the 2018 Philadelphia Science Festival, you must notify PSF staff as soon as possible. Please ensure you have contingency plans in case of unforeseen circumstances.

WHAT DOES PSF PROVIDE TO PARTICIPATING ORGANIZATIONS?

- Funding for the event or project
- Support and guidance throughout the planning process
- Content development support
- Training for speakers
- Planning calls for hosts
- Connections to other PSF partners for collaboration on your event
- Connections to area STEM experts for added event content
- Marketing support and promotional materials
- Event support: PSF volunteer for your event
- Event and way finding signage

HOW TO APPLY

All applications must be submitted online via a short application form, which will be available on October 17, 2017. Visit www.philasciencefestival.org for more information. We encourage applicants to contact the Philadelphia Science Festival team if you have any questions regarding the application procedure or what type of activities might be suitable for your audience. Please email philadelphiasciencefestival@fi.edu with any questions or to discuss potential project ideas.