



**THE PARTICIPATORY SCIENCE PLATFORM
APPLICATION GUIDE
TARANAKI INVESTMENT ROUND 2021**

CONTENTS

WHAT IS THE PARTICIPATORY SCIENCE PLATFORM?	2
GOING BEYOND CITIZEN SCIENCE	3
WHAT KIND OF FUNDING IS AVAILABLE?	4
WHAT ACTIVITIES CAN BE FUNDED?.....	4
WHAT CANNOT BE FUNDED?.....	5
ELIGIBILITY AND CRITERIA	6
KEY DATES	8
PREPARING YOUR FUNDING APPLICATION.....	9
TIPS FOR WRITING A GOOD PROPOSAL.....	10
ASSESSMENT	11
CONTRACTING.....	11
PAYMENT.....	11

THE CURIOUS MINDS PARTICIPATORY SCIENCE PLATFORM TARANAKI APPLICATION GUIDE

Venture Taranaki (VT) invites proposals to the Participatory Science Platform contestable fund. This application guide provides you with information about the Participatory Science Platform fund, the criteria for funding, the application process, tips for a good application, and key dates for both the application round and project delivery.

WHAT IS THE PARTICIPATORY SCIENCE PLATFORM?

All New Zealanders should feel encouraged and equipped to deal with the challenges and opportunities presented by science and technology and be capable of participating in the debates involving science. We also need an environment that helps New Zealanders to use our natural curiosity to interrogate, decide on and make the most of new developments and technologies.

The Participatory Science Platform (PSP) is a world-first initiative that aims to engage communities of all kinds in research projects that are locally relevant and have robust science/technology outputs with quality learning outcomes.

It brings together the three key action areas outlined in the plan [*A Nation of Curious Minds - He Whenua Hiriri I Te Mahara.*](#)

GOING BEYOND CITIZEN SCIENCE

Participatory science is a method of undertaking scientific research where volunteers can be meaningfully involved in the development and progression of locally relevant research projects with science and technology professionals. It goes beyond the idea of scientists' crowd-sourcing their data, and builds a true partnership between the scientists or technologists and the broader community.

The PSP builds on the popularity of citizen science, but re-balances the lay person/scientist relationship through a highly collaborative approach. Through the PSP, we fund projects that:

- are collaborative research projects that have scientific or technological value, pedagogical rigour (quality teaching and learning) and resonate with the community;
- engage students, kura, schools, businesses, Māori collectives and organisations, and community-based organisations with science and technology professionals;
- offer researchers opportunities to become involved in locally relevant lines of enquiry, where high-quality scientific or technological outputs can be created through harnessing the local knowledge and contribution of citizens;
- offer inspiring and relevant learning and development opportunities for science and technology teachers and students; and
- engage learners and participants beyond the school/kura community to reach parents, whānau and wider communities.

Read more about previously funded PSP projects in Taranaki in the VT [case studies document](#).

WHAT KIND OF FUNDING IS AVAILABLE?

Project Funding

Groups can apply for up to \$20,000 excl. GST of project funding. You do not have to apply for the full amount of funding.

Seed Funding

VT also offers groups access to seed funding of up to \$1000 excl. GST. The purpose of seed funding is to pay for science and technology advice that will benefit a project funding application. Seed funding can only be used to pay for expertise that is otherwise not available to the applicant. You do not have to apply for the full amount of seed funding.

WHAT ACTIVITIES CAN BE FUNDED?

PSP Project Funding can be used to part-fund science professionals and community groups/schools/businesses/Māori collectives and organisations to plan together and progress the research project including the research question(s), data collection methods, engagement plan, data analysis plan and knowledge translation strategy for the project (for example travel, meetings, and liaison costs). In addition, eligible costs also include research tools or consumables related to taking a project forward that would not otherwise be accessible to community partners.

PSP Project Funding can be used to enhance an existing or ongoing research project (which has local relevance and support) with a community collaboration element.

WHAT CANNOT BE FUNDED?

PSP Project Funding cannot be used for:

- An existing research project where the status quo is proposed;
- Activities that are part of a project participant's usual programme of outreach and public engagement;
- Preparation, publication and distribution of pamphlets, magazines, books, websites, CDs and DVDs, other than those prepared to promote an event or project;
- Projects that compete with, or duplicate initiatives already part of the A Nation of Curious Minds – He Whenua Hihiri I Te Mahara strategic plan or other existing initiatives; or
- Capital expenditure other than research tools or consumables related to progressing a project that would not otherwise be accessible to community partners.

ELIGIBILITY AND CRITERIA

Eligibility

Projects should be undertaken in close partnership between the community group and the scientist(s) involved, with each providing substantial input by way of time, labour and expertise. PSP Project Funding is available to part-fund successful projects to support the planning and then progressing the research (travel, meetings and liaison costs) as well as project tools and materials costs not otherwise available to these project partners.

VT is available to work with potential funding recipients in their local area to assist with idea development and can provide guidance on the preparation of the components of the funding application. Note that VT cannot however, be directly involved in the preparation of funding applications and is required to avoid any actual, potential, or perceived interest in the allocation of funding to a successful application.

Either the community or science sector based partner in the research project collaboration may apply for funding so long as the eligibility criteria are met. Any type of community group is able to apply - these may include students, schools, kura, community-based organisations, businesses or Maori organisations and collectives. Please note the following points when designing your project:

1. It is anticipated that an educator(s), education expert(s), class or school will be a participant in projects, with a strong focus on capturing and imparting the learning and enthusiasm generated.
2. There must be a legal entity (e.g., a Trust, school, charity, research provider, etc) with which VT can contract on behalf of the PSP project, and to whom the funding will be paid if successful (i.e., either the community group or the research partner).
3. It is expected projects will be progressed within the agreed timeframe.

Assessment Criteria

Applications will be assessed for their alignment to the core assessment criteria for the Participatory Science Platform. These criteria will be evenly weighted:

1. Community relevance and participation — i.e., will involve community members, be locally relevant and at least in part be driven by community-based champions.
2. Scientific partnership and value — i.e., tackling a substantive scientific question in active partnership with a scientist(s); and
3. Pedagogical rigour — i.e., offering enduring educational value and two-way learning for those involved.

In addition to the above core criteria, the following assessment criteria will also be applied:

4. Project Plan for Delivery — Is there a logical framework to the project plan with clear milestones in place, including for project communication and dissemination, as well as an appropriate team and resources?
5. Value for Money — Does the project represent a reasonable amount of activity for the investment and the questions being addressed? Are both partners making appropriate contributions, in terms of time and resource commitment, given the project's goals? Will the project leverage off other organisations, resources, and/or initiatives?

KEY DATES

<i>Event</i>	<i>Date</i>
EOI Forms Due	5pm, 24 September 2020
Full Application Forms Due	5pm, 22 October 2020
Assessment Panel Meetings	Early November
Funding Results Delivered	Mid November
Contracts Begin	Early 2021
Projects to be Completed	1 December 2021

Further Information

Curious Minds website: <https://www.curiousminds.nz/>

Email: josh@venture.org.nz

Phone: 06 759 5158

PREPARING YOUR FUNDING APPLICATION

The Participatory Science Platform – Taranaki involves a 3-step application process.

1. Register your idea
2. Fill out an expression of interest form
3. Submit a full application form

1. Registering Your Idea

This is the first step in applying for Curious Minds PSP funding in Taranaki. You can register your idea on the Venture Taranaki website. Following this Venture Taranaki will be in touch with more information.

Venture Taranaki can connect you to any science and technology advice you may need to develop your expression of interest and full application.

If you are the science or technology expert, then Venture Taranaki may be able to connect you to community and education partners. Note that it is important with any project that the participants exhibit a high level of buy-in and are keen to engage in the research investigation in question.

2. Expressing Your Interest

The expression of interest form is a simplified version of the full application form. The idea is not to overcomplicate the process and create extra work for our applicants, but to make life easier in the long run. The expression of interest form focuses on key areas of the application that are crucial to satisfying the funding criteria.

Venture Taranaki will review your EOI and provide feedback that will benefit your full application. Everyone who submits an EOI will be invited to complete a full application form, unless both VT and the applicant deem it unsuitable.

3. Final Submission

Only those who have submitted an EOI form will be invited to complete and submit a full application form for assessment. It is important that you complete this form in collaboration with your science/community/education partners.

TIPS FOR WRITING A GOOD PROPOSAL

1. Community Relevance:

- Who is the community that will be participants in this research?
- Clearly explain why this project is relevant to the community and why they will want to take part in it. What is the level of existing buy-in?
- How will this project be at least in-part driven by the community participants?

2. Strong Science:

- Do you have a research question?
- Give a clear explanation of how the project will be carried out, ensuring your process is logical, and your methodology is robust.
- What kind of results will your investigation produce? Are the results meaningful? Do they relate back to your research question?

3. Educational Value:

- Explain in detail how the participants will be engaged in and have a full understanding of the scientific process involved in the investigation.
- Think about including an engagement plan. If you are working with a school, you could include a lesson plan in your application that clearly sets out how the students will be engaged in the science of the project.
- What learning opportunities are there for both the science sector-based partners and the community?

4. Budget:

- Don't leave this till the last minute! Send through a draft budget to Venture Taranaki for feedback.
- Ensure your budget is as detailed as possible, don't be vague.
- Budget items must have a clear link to project delivery and the engagement of your participants in the scientific research you are undertaking.

ASSESSMENT

Applications will be reviewed by an assessment panel who will give Venture Taranaki recommendations on which proposals should be funded and to what extent. When making the decision the assessment panel will take in to account:

- the relevance of project activities to the assessment criteria
- geographic location and spread of community engagement
- the mix of science and technology topics
- any other information that the panel deems relevant

CONTRACTING

If you are successful in your funding application then Venture Taranaki will enter into a funding agreement with you. The recipient must be a legal entity with which VT can contract. The organisation does not need to be GST registered.

PAYMENT

Venture Taranaki will require both a counter-signed contract and an invoice for the full amount of agreed funding before payment can proceed. The Ministry for Business, Innovation, and Employment will release the project funding to Venture Taranaki in January 2021. Successful applicants can expect payment on the 20th of the following month from when a funding agreement is signed.