**Science Foundation Ireland Science Week Call**

**Final Report Template**

Please Note: This template is for information purposes only and may be used for collating your data. The final report will be submitted via SESAME.

Note: Please complete items 1-5 as per your original application form

|  |  |
| --- | --- |
| Applicant Name: |  |
| Proposal ID: |  |
| Festival / Event / Family Day Title: |  |
| Lead Organisation: |  |
| Project Partners:(formal partners in the project – please highlight any additional partners since your original application) |  |
| Collaborators:Please outline any additional collaborators who made the delivery of the festival possible |  |
| Audience Reach:Direct Engagement (Target Number). For example, 100 children participated in the workshops or 500 people downloaded the app. Please do not include social media reach in this figure. |  |
| Please outline in bullet points what you aimed to achieve with this festival/event/family day including which target audiences you aimed to engage with (300 words) |
| Please explain how you met your objectives (500 words) |
| Please outline how the following points were addressed in the festival/event family day (500 words)* offering something for every attendee
* ensuring attendees learn something new and interesting
* the overall organisation of the event
* easy to understand talks and hands- on workshops
* to inspire a greater interest in science among young adult attendees
 |
| Please outline challenges encountered, the causes and if / how you were able to overcome them (300 words) |

|  |
| --- |
| What are the key highlights/successes of your festival/event/family day (300 words) |
| What are the top tips you would have for someone organising a similar festival/event/family day (300 words) |
| How did you evaluate the festival/event/family day? (150 words) |
| What did you learn from the evaluation? (300 words) |
| How are you going to share these learnings? (150 words) |
| If you would like to add any relevant further information not covered above, please add it here. |
| If there is anything further you would like to share about the project or any feedback on the Science Week Call process, please add it here |
| If there is anything you would like to suggest or recommend for Science Week 2019, please add it here |
| Please provide a list of the media coverage including broadcast, press and social media |

|  |
| --- |
| Finances |
| Total Project Costs | € |
| Amount of SFI Discover Award | € |
| Provide a breakdown of project expenditure utilising the table below*(please note we do not require copies of invoices to be included in this report but they should be retained in file for possible audit). Expenditure listing to be signed off by a financial representative of the organisation as being an accurate record of expenditure of the project. Eligible Research Bodies must also submit a financial report via SESAME* |
| Category | **Details** | **SFI Discover Funding Spend €** | **Total Spend €** |
| e.g. Project Management | X hours @ €x per hour |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |
| Source and amount of additional funding, including any income derived from the project |
| Source | **Amount of funding €** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |
| Breakdown of total costs claimed for Discover award *Please itemise all payroll and travel and subsistence costs per employee and all other costs above €3,000 charged to the Discover award* |
| Category | **Details** | **Amount** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |

|  |
| --- |
| Financial Report Sign Off |
| Finance Officer Name: |  |
| Signed: |  |
| Date: |  |

I confirm that the information provided in this report is an accurate account of the project funded by Science Foundation Ireland under the Science Week Call.

|  |
| --- |
| Overall Report Sign Off |
| Project Lead Name: |  |
| Signed: |  |
| Date: |  |
| On behalf of (name of organisation) |  |