

Warwick Award for Public and Community Engagement

WARWICK
INSTITUTE OF
ENGAGEMENT

Overview of Process and Criteria

Categories of Award

- Student Awards
 - Undergraduate Public and Community Engagement Award (2 x £500)
 - Postgraduate Public and Community Engagement Award (2 x £500)
 - Student Public and Community Engagement Team Award (1 x £2,000)
- Staff Awards
 - Rising Star - Staff in early career or new to Public/ Community Engagement (1x £1,000)
 - Developing others - Open to Admin, support roles, etc. (1x £1,000)
 - Making a difference - Wide reaching benefit (1x £1,000)
 - Outstanding Public and Community Engagement - For the best overall public or community engagement project of the year (1x £1,000)
- Public and Community Engagement Team of the Year - open to teams of staff or teams made up of both staff and students (1 x £4000)

Nomination and Review Process

Stage 1

- Light touch nomination form open for people to nominate themselves or others
- The key question is:
- Please write a short statement (max 100 words) describing why you think this person should be considered for this award.
- Nominations will be open for 6 weeks.
- Once nominations are closed, a review panel will ensure they are valid submissions and they are in the correct categories.

Stage 2

- Once the 1st stage panel has agreed the nomination is valid and decided what category to assign, nominees get an email informing them they have been nominated and inviting them to submit a detailed self-nomination for each of the categories they wish to apply to by a set date.
- The scorers will review the applications for their category of award and score against the criteria outlined for that award. We will only pass the application to scorers for review, EDI details will not be shared with the reviewers.
- In June, exact date TBC, we will write to all nominees to let them know if they have been shortlisted or not, publicly announce the shortlist.
- All final scores, plus any relevant commentary, will be reviewed by the judging panel who will select the final winners.
- The winners will be publicly announced and all shortlisted nominees (plus invited guests) will be invited to the WAPCE Celebration event where certificated will be presented. For students who will be graduating in July, we will arrange for these awards to be presented at Graduation.

WAPCE Awards

Prize money awards

- Student winners will receive their prize as a cash lump sum
- For the Student Team Award the prize will be equally divided amongst members, or for Student Societies transferred to the Society's bank account.
- Staff will have the option to provide us with a budget code they would like the funds to be transferred to, or to be given a purchasing code to access the funds. These are for use towards future public/ community engagement or personal development.
- For the Team Award, we will leave it to the discretion of staff submitting the nomination to decide how the funding should be used to further future work together or support members in their professional development. Where relevant however, we would encourage you to consider how you can ensure your external partners also benefit from the award. We would encourage winners of the Student Team Award to do the same where relevant.

General Guidance

- Category Scorers and Overview Panel Members cannot nominate themselves or others for any of the awards they are involved in judging. If they are nominated by someone else they either need to step down from the panel or decline to complete the self-nomination, removing themselves from the running. You can be nominated for a category you are not involved in judging.
- The WIE core team, and the Community Engagement Team cannot be nominated
- Winners of the previous year's WAPCE awards cannot be nominated. However, those who were shortlisted are welcome to apply again.
- You can apply for several categories, but only for different projects. Each nomination should be unique. In particular if you're applying for the Team Award or Student Team Award you cannot also nominate yourself or another member of the team for an individual staff or student award that relates to the same project.
- Individuals or Teams applying for WAPCE can also apply for the Warwick Award for Teaching Excellence (WATE) and the Warwick Awards for Personal Tutoring Excellence (WAPTE).
- Alumni are eligible to apply for the student awards, provided their nomination relates to activity they did whilst a student at Warwick.

Category Criteria and Application Questions

Undergraduate Public and Community Engagement Award

This award celebrates the undergraduate students who have made the biggest contribution to public or community engagement at Warwick in the last year. There are two awards of £500 presented for this category.

Postgraduate Public and Community Engagement Awards

This award celebrates the postgraduate student who has made the biggest contribution to public or community engagement at Warwick in the last year. There are two awards of £500 presented for this category.

Student Public and Community Engagement Team of the Year

This award celebrates teams of students who have worked together to deliver public or community engagement activities over the last year. We particularly encourage Student Societies, or groups of students who have worked together on public or community engagement activities for modules or the URSS to apply. There is one award of £2,000 award presented for this category.

All three of these awards use the same application questions/ scoring criteria

Questions for the nomination form:

Please provide a written response for each of the following questions. You are welcome to submit supporting documents as evidence or to provide context for any of the questions, as well as those which specifically ask for it. You can submit these files at the end of this form.

- A. Which award are you applying for?
 - a. UG Public and Community Engagement Award
 - b. PG Public and Community Engagement Award
 - c. Student Public and Community Engagement Team of the Year

- B. Please provide a short explanation for the panel of who you/ your team are, e.g. what you're studying, why you choose to get involved in public or community engagement, what your society is about etc. (Max 200 words). This response will not be scored, but gives the panel of reviewers some context to you/ your team.
 1. How have you have supported public and/ or community engagement at Warwick in the last year? (Max 250 words)

For example this could include

 - *Delivering public or community engagement events or activities yourself*
 - *Supporting the department to deliver public or community engagement events or activities*
 - *Supporting other students to get involved with public or community engagement events or activities*

 2. What was the purpose of your activity/ activities and who did you want to engage? (Max 250 words)

 3. How has your engagement activity/ activity you supported led to demonstrable and on-going changes in levels of knowledge, appreciation, attitude, involvement and/or participation amongst your target audiences? (Max 500 words)

The panel will expect you to include evidence to substantiate the claims you make here. Examples of this could include (but are not limited to):

- Evaluation reports from events
- Relevant testimony attesting to the impact of engagement activities on the improved appreciation/understanding of related knowledge areas
- Developed and/or strengthened networks and relationships with community partners and resultant outcomes of those relationships
- Submitted (or indeed successful) co-production grant applications for research projects and/or engagement activities.
- Targeted interventions with non-traditional audiences/ students from non-traditional University backgrounds.
- Relevant testimonies from stakeholders (for example teachers) on the impact of engagement with students from non-traditional university backgrounds.

4. How have you shared what you've done, or otherwise supported others to develop their capacity or expertise to engage the public? (Max 250 words)

Examples of this could include (but are not limited to):

- Taking part in, or delivering training to other students or staff which shares learning from your activity
- Producing online content (blogs, videos etc.) which shares the learning from your activity
- Acting as a mentor to support others to develop relevant skills/ knowledge
- Supporting the development of modules which feature public or community engagement
- Publishing about your learnings from engagement projects (including contributing to publications others may have submitted)

5. How has the public or community engagement you've done/ supported enhanced the reputation of your department, or the University as whole regionally, nationally and/or internationally? (Max 250 words)

You can answer this question yourself, or ask your personal tutor/ academic supervisor/ Head of Department/ other relevant member of staff to write a statement of support on your behalf.

Examples of evidence to support this could include:

- Feedback from participants in engagement activities demonstrating their changed understanding of the Department/University's regional role and and/or standing of the Department/University nationally and internationally.
- Internal/ external recognition of the contribution towards strengthening the Department/ University's regional role and/or standing of the Department/University nationally and internationally.
- Ways in which the public and community engagement activities undertaken contribute towards the University's 2030 strategic goals - relevant testimonies to the benefit of activities in relation to the roles of the Department and University within the region, nationally and internationally.

- C. Please upload any supporting evidence you would like the panel to have access to. You should refer to documents you are uploading as part of your narrative response to the above questions so it's clear why they are being uploaded.

UG/ PG PE Awards/ Student Team of the Year Scoring Matrix

Score	1. How have you have supported public or community engagement at Warwick in the last year? (Max score 5)	2. What was the purpose of your activity/ activities and who did you want to engage? (Max score 3)	3. How has your engagement activity/ activity you supported led to demonstrable and on-going changes in levels of knowledge, appreciation, attitude, involvement and/or participation amongst your target audiences? (Max score 5)	4. How have you shared what you've done, or otherwise supported others to develop their capacity or expertise to engage the public? (Max score 3)	5. Has the public or community engagement you've done/ supported enhanced the reputation of your department, or the University as whole regionally, nationally and/or internationally? (Max score 3)
0	Not public or community engagement activity or activity that supports others to engage the public.	No clear audience identified, and no purpose specified	No change for anyone. No evidence to back up claims.	No effort made to share what they did/ learnt or otherwise support others.	Chose not to answer/ no relevance to wider dept/ Warwick
1	1 or 2 low effort activities	The purpose is unclear and the audience is not given or is very vague (e.g. the public)	Very small change, or no evidence provided to substantiate claims of a change.	Small effort made to share what they did/ learnt or otherwise support others.	Some indication that their activity has enhanced reputation of the dept/ Warwick
2	1 or 2 activities of a reasonable quality	Some thought has been put into an audience and a purpose but there is a mismatch between the two (e.g. the audience does not fit with the described purpose)	Some evidence of change for a small number of people (e.g. minor difference made to the student themselves)	Moderate effort made to share what they did/ learnt or otherwise support others.	Evidence that their activity has enhanced reputation of the dept/ Warwick in some significant way.
3	1 or 2 high quality activities or a sustained programme of reasonable quality activities	At least 1 specific audience has been identified and there is a clear purpose outlined for the activity that makes sense with the listed audience.	Evidence of a reasonable change to a small number of people	Consistent, sustained effort made to share what they did/ learnt or otherwise support others.	Evidence that their activity has enhanced reputation of the dept/ Warwick in some significant way, and this can be consistently demonstrated over a period of several months or more.
4	A sustained programme of high-quality activities or 1 or 2 exceptionally high quality activities	N/A	Evidence of a large change for a small number of people or a small change for lots of people	N/A	N/A
5	Sustained programme of high-quality activity	N/A	Evidence of a large change for lots of people.	N/A	N/A

Rising Star of the Year

This award celebrates staff early in their public or community engagement journey who have started running/ supporting activities within the last 3 years. We want to hear about emerging talent, the people to watch, the public or community engagement stars of the future.

Questions for the nomination form:

Please provide a written response for each of the following questions. You are welcome to submit supporting documents as evidence or to provide context for any of the questions, as well as those which specifically ask for it. You can submit these files at the end of this form.

- A. Please provide a short explanation for the panel of who you are and the key audiences/ groups that you're working with. (Max 300 words). This response will not be scored, but gives the panel of reviewers some context to you and your work.
- B. This award particularly celebrates colleagues who are new to public or community engagement. Can you confirm you have only been doing public or community engagement activities for less than three years?

- 1. How have you engaged the public over the last three years? (Max 250 words)

For example this could include

- *Delivering public or community engagement events or activities yourself*
- *Supporting the department to deliver public or community engagement events or activities*

- 2. What was the purpose of your activity/ activities and who did you want to engage? (Max 250 words)

- 3. How has your activity/ activity you supported led to demonstrable and on-going changes in levels of knowledge, appreciation, attitude, involvement and/or participation amongst your target audiences? (Max 500 words)

The panel will expect you to include evidence to substantiate the claims you make here. Examples of this could include (but are not limited to):

- *Evaluation reports from events*
- *Relevant testimony attesting to the impact of engagement activities on the improved appreciation/understanding of related knowledge areas*
- *Developed and/or strengthened networks and relationships with community partners and resultant outcomes of those relationships*
- *Submitted (or indeed successful) co-production grant applications for research projects and/or engagement activities.*
- *Targeted interventions with non-traditional audiences/ students from non-traditional University backgrounds.*
- *Relevant testimonies from stakeholders (for example teachers) on the impact of engagement with students from non-traditional university backgrounds.*

- 4. How have you shared what you've done, or otherwise supported others to develop their capacity or expertise to engage the public/ community? (Max 250 words)

Examples of this could include (but are not limited to):

- *Taking part in, or delivering training to other students or staff which shares learning from your activity*
- *Producing online content (blogs, videos etc.) which shares the learning from your activity*
- *Acting as a mentor to support others to develop relevant skills/ knowledge*
- *Acting as a supervisor for a student doing a Public or community engagement URSS project*

- *Embedding public or community engagement into your teaching practice*
- *Supporting the development of modules which feature public or community engagement*
- *Publishing about your learnings from engagement projects (including contributing to publications others may have submitted)*

5. How has the public or community engagement you've done/ supported enhanced the reputation of your department, or the University as whole regionally, nationally and/or internationally? (Max 250 words)

You can answer this question yourself, or ask your personal tutor/ academic supervisor/ Head of Department/ other relevant member of staff to write a statement of support on your behalf.

Examples of evidence to support this could include:

- *Feedback from participants in engagement activities demonstrating their changed understanding of the Department/University's regional role and and/or standing of the Department/University nationally and internationally.*
- *Internal/ external recognition of the contribution towards strengthening the Department/ University's regional role and/or standing of the Department/University nationally and internationally.*
- *Ways in which the public and community engagement activities undertaken contribute towards the University's 2030 strategic goals - relevant testimonies to the benefit of activities in relation to the roles of the Department and University within the region, nationally and internationally.*

6. Where do you see your public or community engagement journey going next? (Max 250 words)

C. Please upload any supporting evidence you would like the panel to have access to. You should refer to documents you are uploading as part of your narrative response to the above questions so it's clear why they are being uploaded.

Rising Star of the Year Scoring Matrix

Score	1. How have you engaged the public over the last three years? (Max score 5)	2. What was the purpose of your activity/ activities and who did you want to engage? (Max score 3)	3. How has your engagement activity/ activity you supported led to demonstrable and on-going changes in levels of knowledge, appreciation, attitude, involvement and/or participation amongst your target audiences? (Max score 5)	4. How have you shared what you've done, or otherwise supported others to develop their capacity or expertise to engage the public? (Max score 3)	5. Has the public or community engagement you've done/ supported enhanced the reputation of your department, or the University as whole regionally, nationally and/or internationally? (Max score 5 – this criteria can only be ranked as 1, 3 or 5)	6. Where do you see your public or community engagement journey going next? (Max score 5)
0	Not public or community engagement activity or activity that supports others to engage the public.	No clear audience identified, and no purpose specified	No change for anyone. No evidence to back up claims.	No effort made to share what they did/ learnt or otherwise support others.	Chose not to answer/ no relevance to wider dept/ Warwick	No answer, or no interest in continuing to do public or community engagement.
1	Some low effort activities	The purpose is unclear and the audience is not given or is very vague (e.g. the public)	Very small change, or no evidence provided to substantiate claims of a change.	Small effort made to share what they did/ learnt or otherwise support others.	Some indication that their activity has enhanced reputation of the dept/ Warwick	Some interest in continuing to do low effort public or community engagement
2	Some activities of a reasonable quality	Some thought has been put into an audience and a purpose but there is a mismatch between the two (e.g. the audience does not fit with the described purpose)	Some evidence of change for a small number of people (e.g. minor difference made to the student themselves)	Moderate effort made to share what they did/ learnt or otherwise support others.	N/A	Some interest in continuing to do reasonable quality activities.
3	Some high quality activities or a sustained programme (at least 3 activities per year) of reasonable quality activities	At least 1 specific audience has been identified and there is a clear purpose outlined for the activity that makes sense with the listed audience.	Evidence of a reasonable change to a small number of people	Consistent, sustained effort made to share what they did/ learnt or otherwise support others.	Evidence that their activity has enhanced reputation of the dept/ Warwick in some significant way.	Plans to develop their current public or community engagement to do more activity and/ or improve the quality level of their activity. Indications that they view this work as extra to their research/ teaching rather than exploring how it can be embedded.
4	A sustained programme (at least 3 activities per year) of high-quality activities or	N/A	Evidence of a large change for a small number of people or a small change for lots of people	N/A	N/A	Plans to continuing to engage at a high level/ develop current practice. Indications to show they want to start exploring

	several exceptionally high quality activities					how they can embed engagement into their research/ teaching.
5	Sustained programme (at least 3 activities per year) of high-quality activity	N/A	Evidence of a large change for lots of people.	N/A	Evidence that their activity has enhanced reputation of the dept/ Warwick in some significant way, and this can be consistently demonstrated over a period of several months or more.	Clear indication that this is someone committed to a career that fully embraces public or community engagement as a part of their research/ teaching.

Developing People and Enhancing Practice

This award celebrates individuals who are making a difference to the culture of Public or community engagement at Warwick behind the scenes. This could be administrators or support staff who enable public or community engagement events to happen, people who are teaching public or community engagement to their students, those running training or development programmes for others in their department, people who give up their time to mentor others in public or community engagement, or anyone else who's supporting other members of the Warwick community to do public or community engagement activities.

Questions for the nomination form:

Please provide a written response for each of the following questions. You are welcome to submit supporting documents as evidence or to provide context for any of the questions, as well as those which specifically ask for it. You can submit these files at the end of this form.

- A. Please provide a short explanation for the panel of who you are and the key audiences/ groups that you're working with. (Max 300 words). This response will not be scored, but gives the panel of reviewers some context to you and your work.

1. How have you supported public or community engagement activity at Warwick over the last year? (250 words)

For example this could include

- *Delivering public or community engagement events or activities yourself, particularly using this as a platform to include others and upskill colleagues/ students*
- *Supporting your department to deliver public or community engagement events or activities, with a particular focus on how you've help others to deliver engagement activities*
- *Supporting students to get involved with public or community engagement events or activities through your teaching or support for co-curricular activity*
- *Mentoring others, or supervising students in public or community engagement endeavours (e.g. URSS projects)*
- *Piloted new schemes and projects that test out new ways of engaging target publics*

2. What was the purpose of your activity/ activities and who did you want to engage? (Max 250 words)

3. How have you shared what you've done, or otherwise supported others to develop their capacity or expertise to engage the public, or train others in public or community engagement? (Max 500 words)

Examples of this could include (but are not limited to):

- *Taking part in, or delivering training to other students or staff which shares learning from your activity*
- *Producing online content (blogs, videos etc.) which shares the learning from your activity*
- *Acting as a mentor to support others to develop relevant skills/ knowledge*
- *Supporting the development of modules which feature public or community engagement*
- *Publishing about your learnings from engagement projects (including contributing to publications others may have submitted)*

4. How has your engagement development activity/ activity you supported led to demonstrable and on-going changes in levels of knowledge, appreciation, attitude, involvement and/or participation amongst Warwick staff and students? (Max 500 words)

The panel will expect you to include evidence to substantiate the claims you make here. Examples of this could include (but are not limited to):

- *Evaluation reports from events*

- *Relevant testimony attesting to the impact of engagement activities on the improved appreciation/understanding of related knowledge areas*
- *Developed and/or strengthened networks focussed on developing engagement practice*
- *Submitted (or indeed successful) grant applications for engagement activities that demonstrate how you're bringing others along with you.*
- *Module feedback/ other student feedback*

5. How has the public or community engagement you've done/ supported enhanced the reputation of your department, or the University as whole regionally, nationally and/or internationally? (Max 250 words)

You can answer this question yourself, or ask your personal tutor/ academic supervisor/ Head of Department/ other relevant member of staff to write a statement of support on your behalf.

Examples of evidence to support this could include:

- *Feedback from participants in engagement activities demonstrating their changed understanding of the Department/University's regional role and and/or standing of the Department/University nationally and internationally.*
- *Internal/ external recognition of the contribution towards strengthening the Department/ University's regional role and/or standing of the Department/University nationally and internationally.*
- *Ways in which the public and community engagement activities undertaken contribute towards the University's 2030 strategic goals - relevant testimonies to the benefit of activities in relation to the roles of the Department and University within the region, nationally and internationally.*

B. Please upload any supporting evidence you would like the panel to have access to. You should refer to documents you are uploading as part of your narrative response to the above questions so it's clear why they are being uploaded.

Developing people and practice award scoring matrix

Score	1. How have you supported public or community engagement activity at Warwick over the last year? (Max score 5)	2. What was the purpose of your activity/ activities and who did you want to engage? (Max score 3)	3. How have you shared what you've done, or otherwise supported others to develop their capacity or expertise to engage the public, or train others in public or community engagement? (Max score 5)	4. How has your engagement development activity/ activity you supported led to demonstrable and on-going changes in levels of knowledge, appreciation, attitude, involvement and/or participation amongst Warwick staff and students? (Max score 5 - this criteria can only be ranked as 1, 3 or 5)	5. Has the public or community engagement you've done/ supported enhanced the reputation of your department, or the University as whole regionally, nationally and/or internationally? (Max score 5)
0	Not supporting public or community engagement	No clear audience identified, and no purpose specified	No effort made to share what they did/ learnt or otherwise support others.	No change for anyone. No evidence to back up claims.	Chose not to answer/ no relevance to wider dept/ Warwick
1	Some activity described which public or community engagement support might be a very small part.	The purpose is unclear and the audience is not given or is very vague (e.g. the public)	Small effort one off made to share what they did/ learnt or otherwise support others.	Very small change, or no evidence provided to substantiate claims of a change.	Some indication that their activity has enhanced reputation of the dept/ Warwick
2	Some activity described which public or community engagement support might be a reasonable part.	Some thought has been put into an audience and a purpose but there is a mismatch between the two (e.g. the audience does not fit with the described purpose)	Moderate, occasional effort made to share what they did/ learnt or otherwise support others.	Some evidence of change for a small number of people (e.g. minor difference made to the student themselves)	N/A
3	Running a small number of activities which support small numbers of people to do public or community engagement	At least 1 specific audience has been identified and there is a clear purpose outlined for the activity that makes sense with the listed audience.	Moderate efforts to share the learning of their engagement work with others are a semi-regular part of this person's approach.	Evidence of a reasonable change to a small number of people	Evidence that their activity has enhanced reputation of the dept/ Warwick in some significant way.
4	Running a small number of activities which support small numbers of people to do very high quality public or community engagement/ large number of people to do public or community engagement		Efforts to share the learning of their engagement work with others are a key factor of this person's approach to engagement. They should have multiple examples of how they've upskilled others.	Evidence of a large change for a small number of people or a small change for lots of people	N/A
5	Sustained programme of high quality activity that's continually demonstrating it can support others to do public or community engagement work		Consistent, high quality sustained effort made to share what they did/ learnt or otherwise support others. The chance to bring others along with them on their public or community engagement journey is evident in everything they do.	Evidence of a large change for lots of people.	Evidence that their activity has enhanced reputation of the dept/ Warwick in some significant way, and this can be consistently demonstrated over a period of several months or more.

Making a Difference Award

This award celebrates individuals who are having a significant benefit on their chosen audience/ partners due to their public or community engagement work.

Questions for the nomination form:

Please provide a written response for each of the following questions. You are welcome to submit supporting documents as evidence or to provide context for any of the questions, as well as those which specifically ask for it. You can submit these files at the end of this form.

A. Please provide a short explanation for the panel of who you are and the key audiences/ groups that you're working with. (Max 300 words). This response will not be scored, but gives the panel of reviewers some context to you and your work.

1. How have you engaged the public over the last year? (Max 250 words)

For example this could include

- *Delivering public or community engagement events or activities yourself*
- *Supporting the department to deliver public or community engagement events or activities*

2. What was the purpose of your activity/ activities and who did you want to engage? (Max 250 words)

3. How has your engagement activity led to demonstrable and on-going changes in levels of knowledge, appreciation, attitude, involvement and/or participation amongst your target audiences? (Max 500 words)

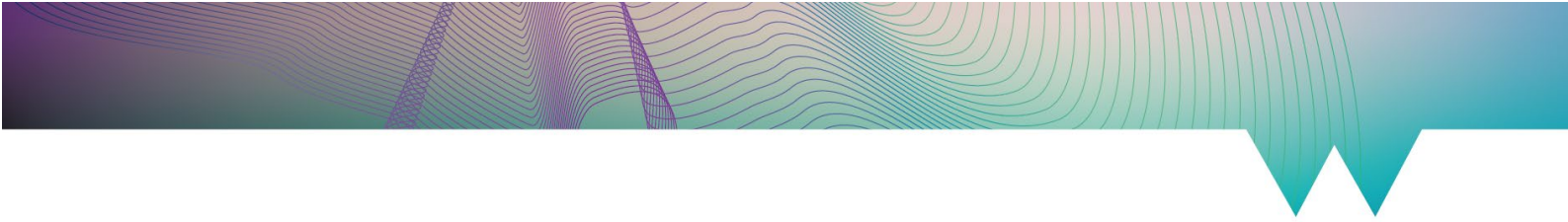
The panel will expect you to include evidence to substantiate the claims you make here. Examples of this could include (but are not limited to):

- *Evaluation reports from events*
- *Relevant testimony attesting to the impact of engagement activities on the improved appreciation/understanding of related knowledge areas*
- *Developed and/or strengthened networks and relationships with community partners and resultant outcomes of those relationships*
- *Submitted (or indeed successful) co-production grant applications for research projects and/or engagement activities.*
- *Targeted interventions with non-traditional audiences/ students from non-traditional University backgrounds.*
- *Relevant testimonies from stakeholders (for example teachers) on the impact of engagement with students from non-traditional university backgrounds.*

4. How have you shared what you've done, or otherwise supported others to develop their capacity or expertise to engage the public? (Max 250 words)

Examples of this could include (but are not limited to):

- *Taking part in, or delivering training to other students or staff which shares learning from your activity*
- *Producing online content (blogs, videos etc.) which shares the learning from your activity*
- *Acting as a mentor to support others to develop relevant skills/ knowledge*
- *Acting as a supervisor for a student doing a Public or community engagement URSS project*
- *Embedding public or community engagement into your teaching practice*
- *Supporting the development of modules which feature public or community engagement*
- *Publishing about your learnings from engagement projects (including contributing to publications others may have submitted)*

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5. How has the public or community engagement you've done/ supported enhanced the reputation of your department, or the University as whole regionally, nationally and/or internationally? (Max 250 words)

You can answer this question yourself, or ask your personal tutor/ academic supervisor/ Head of Department/ other relevant member of staff to write a statement of support on your behalf.

Examples of evidence to support this could include:

- o Feedback from participants in engagement activities demonstrating their changed understanding of the Department/University's regional role and and/or standing of the Department/University nationally and internationally.*
- o Internal/ external recognition of the contribution towards strengthening the Department/ University's regional role and/or standing of the Department/University nationally and internationally.*
- o Ways in which the public and community engagement activities undertaken contribute towards the University's 2030 strategic goals - relevant testimonies to the benefit of activities in relation to the roles of the Department and University within the region, nationally and internationally.*

6. Where do you see your public or community engagement journey going next? How will you continue to make a difference to the audiences/ partners you're working with? (Max 250 words)

- B. Please upload any supporting evidence you would like the panel to have access to. You should refer to documents you are uploading as part of your narrative response to the above questions so it's clear why they are being uploaded.

Making a Difference Award Scoring Matrix

Score	1. How have you engaged the public over the last year? (Max score 5)	2. What was the purpose of your activity/ activities and who did you want to engage? (Max score 3)	3. How has your engagement activity/ activity you supported led to demonstrable and on-going changes in levels of knowledge, appreciation, attitude, involvement and/or participation amongst your target audiences? (Max score 5)	4. How have you shared what you've done, or otherwise supported others to develop their capacity or expertise to engage the public? (Max score 3)	5. Has the public or community engagement you've done/ supported enhanced the reputation of your department, or the University as whole regionally, nationally and/or internationally? (Max score 5 - this criteria can only be ranked as 1, 3 or 5)	6. Where do you see your public or community engagement journey going next? How will you continue to make a difference to the audiences/ partners you're working with? (Max score 5)
0	Not public or community engagement activity or activity that supports others to engage the public.	No clear audience identified, and no purpose specified	No change for anyone. No evidence to back up claims.	No effort made to share what they did/ learnt or otherwise support others.	Chose not to answer/ no relevance to wider dept/ Warwick	No answer, or no interest in continuing to do public or community engagement.
1	Some low effort activities	The purpose is unclear and the audience is not given or is very vague	Very small change, or no evidence provided to substantiate claims of a change.	Small effort made to share what they did/ learnt.	Some indication that their activity has enhanced reputation of the dept/ Warwick	Some interest in continuing to do low effort PE with target audiences.
2	Some activities of a reasonable quality	Some thought has been put into an audience and a purpose but there is a mismatch between the two (e.g. the audience does not fit with the described purpose)	Some evidence of change for a small number of people (e.g. minor difference made to the student themselves)	Moderate effort made to share what they did/ learnt or otherwise support others.	N/A	Some interest in continuing to do reasonable quality public or community engagement with their target audiences.
3	Some high quality activities or a sustained programme (at least 3 activities per year) of reasonable quality activities	At least 1 specific audience has been identified and there is a clear purpose outlined for the activity that makes sense with the listed audience.	Strong evidence of a reasonable change to a small number of people	Consistent, sustained effort made to share what they did/ learnt or otherwise support others.	Evidence that their activity has enhanced reputation of the dept/ Warwick in some significant way.	There is a plan in place of how they will continue to make a difference for their chosen target audience.
4	A sustained programme (at least 3 activities per year) of high-quality activities or several exceptionally high quality activities	N/A	Strong evidence of a large change for a small number of people or a small change for lots of people	N/A	N/A	There is a plan in place of how they will continue to make a difference for their chosen target audience, and how this can be expanded for future.
5	Sustained programme (at least 3 activities per year) of high-quality activity	N/A	Strong evidence of a large change for lots of people.	N/A	Evidence that their activity has enhanced reputation of the dept/ Warwick in some significant way, and this can be consistently demonstrated over a period of several months or more.	There is strong evidence that there is an ongoing commitment to working with this target audience in future with their best interests as the focus.

Outstanding Public and Community Engagement

This award celebrates the best overall public or community engagement project of each year. There is one award worth £1,000.

Questions for the nomination form:

Please provide a written response for each of the following questions. You are welcome to submit supporting documents as evidence or to provide context for any of the questions, as well as those which specifically ask for it. You can submit these files at the end of this form.

- A. Please provide a short explanation for the panel of who you are and the key audiences/ groups that you're working with. (Max 300 words). This response will not be scored, but gives the panel of reviewers some context to you and your work.
1. Tell us about the public or community engagement project you have worked on in the last year that you are most proud of (Max 250 words)
 2. What was the purpose of your activity and who did you want to engage? (Max 250 words)
 3. How has your engagement activity led to demonstrable and on-going changes in levels of knowledge, appreciation, attitude, involvement and/or participation amongst your target audiences? (Max 500 words)

The panel will expect you to include evidence to substantiate the claims you make here. Examples of this could include (but are not limited to):

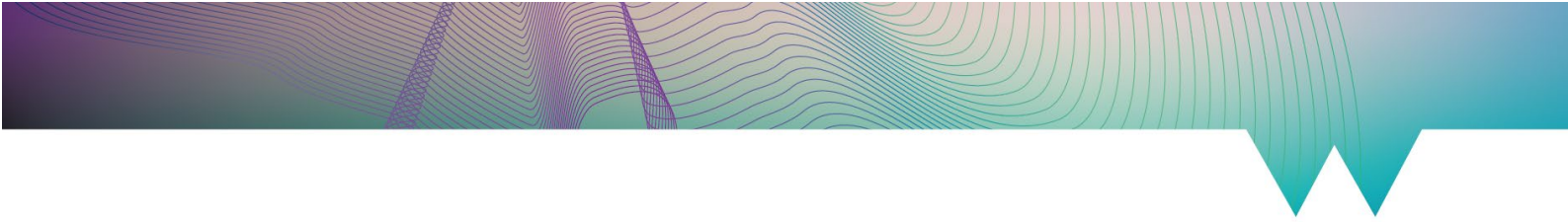
- *Evaluation reports from events*
- *Relevant testimony attesting to the impact of engagement activities on the improved appreciation/understanding of related knowledge areas*
- *Developed and/or strengthened networks and relationships with community partners and resultant outcomes of those relationships*
- *Submitted (or indeed successful) co-production grant applications for research projects and/or engagement activities.*
- *Targeted interventions with non-traditional audiences/ students from non-traditional University backgrounds.*
- *Relevant testimonies from stakeholders (for example teachers) on the impact of engagement with students from non-traditional university backgrounds.*

4. How have you shared what you've done, or otherwise supported others to develop their capacity or expertise to engage the public? (Max 250 words)

Examples of this could include (but are not limited to):

- *Taking part in, or delivering training to other students or staff which shares learning from your activity*
- *Producing online content (blogs, videos etc.) which shares the learning from your activity*
- *Acting as a mentor to support others to develop relevant skills/ knowledge*
- *Acting as a supervisor for a student doing a Public Engagement URSS project*
- *Embedding public or community engagement into your teaching practice*
- *Supporting the development of modules which feature public or community engagement*
- *Publishing about your learnings from engagement projects (including contributing to publications others may have submitted)*

5. How has the public or community engagement you've done/ supported enhanced the reputation of your department, or the University as whole regionally, nationally and/or internationally? (Max 250 words)



You can answer this question yourself, or ask your personal tutor/ academic supervisor/ Head of Department/ other relevant member of staff to write a statement of support on your behalf.

Examples of evidence to support this could include:

- Feedback from participants in engagement activities demonstrating their changed understanding of the Department/University's regional role and and/or standing of the Department/University nationally and internationally.*
- Internal/ external recognition of the contribution towards strengthening the Department/ University's regional role and/or standing of the Department/University nationally and internationally.*
- Ways in which the public and community engagement activities undertaken contribute towards the University's 2030 strategic goals - relevant testimonies to the benefit of activities in relation to the roles of the Department and University within the region, nationally and internationally.*

- B. Please upload any supporting evidence you would like the panel to have access to. You should refer to documents you are uploading as part of your narrative response to the above questions so it's clear why they are being uploaded.

Outstanding Public or Community Engagement Scoring Matrix

Score	1. Tell us about the public or community engagement project you have worked on in the last year that you are most proud of (Max score 5)	2. What was the purpose of your activity/ activities and who did you want to engage? (Max score 3)	3. How has your engagement activity/ activity you supported led to demonstrable and on-going changes in levels of knowledge, appreciation, attitude, involvement and/or participation amongst your target audiences? (Max score 5)	4. How have you shared what you've done, or otherwise supported others to develop their capacity or expertise to engage the public? (Max score 3)	5. Has the public or community engagement you've done/ supported enhanced the reputation of your department, or the University as whole regionally, nationally and/or internationally? (Max score 5 - this criteria can only be ranked as 1, 3 or 5)
0	Not public or community engagement activity	No clear audience identified, and no purpose specified	No change for anyone. No evidence to back up claims.	No effort made to share what they did/ learnt or otherwise support others.	Chose not to answer/ no relevance to wider dept/ Warwick
1	Low quality project	The purpose is unclear and the audience is not given or is very vague	Very small change, or no evidence provided to substantiate claims of a change.	Small effort made to share what they did/ learnt.	Some indication that their activity has enhanced reputation of the dept/ Warwick
2	Reasonable quality project	Some thought has been put into an audience and a purpose but there is a mismatch between the two (e.g. the audience does not fit with the described purpose)	Some evidence of change for a small number of people (e.g. minor difference made to the student themselves)	Moderate effort made to share what they did/ learnt or otherwise support others.	N/A
3	High quality one off project	At least 1 specific audience has been identified and there is a clear purpose outlined for the activity that makes sense with the listed audience.	Strong evidence of a reasonable change to a small number of people	Consistent, sustained effort made to share what they did/ learnt or otherwise support others.	Evidence that their activity has enhanced reputation of the dept/ Warwick in some significant way.
4	High quality large project with sustained long-term interaction	N/A	Strong evidence of a large change for a small number of people or a small change for lots of people	N/A	N/A
5	Outstanding large project with sustained long-term interaction	N/A	Strong evidence of a large change for lots of people.	N/A	Evidence that their activity has enhanced reputation of the dept/ Warwick in some significant way, and this can be consistently demonstrated over a period of several months or more.

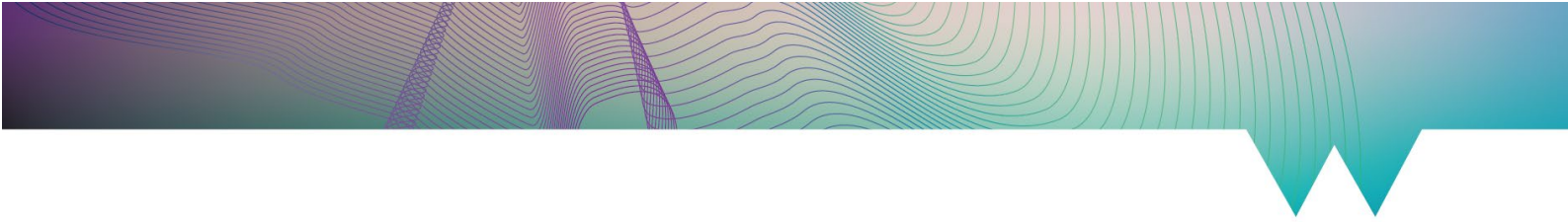
Public and Community Engagement Team of the Year

This award celebrates teams of staff, or teams of staff and students, who have worked together to deliver public or community engagement activities over the last year. We also welcome collaborative teams which also include members not based at Warwick. We want to celebrate the work you've done and the benefit this has had. A team is defined as between two and fifteen people and we would expect the majority of team members to be working/ studying at Warwick.

Questions for the nomination form:

Please provide a written response for each of the following questions. You are welcome to submit supporting documents as evidence or to provide context for any of the questions, as well as those which specifically ask for it. You can submit these files at the end of this form.

- A. Please provide a short explanation for the panel of who your team are and how/ why you're working together. (Max 300 words). This response will not be scored, but gives the panel of reviewers some context about your team.
1. How has your team engaged with the public in the last year? (Max 250 words)
 2. What was the purpose of your activity/ activities and who did you want to engage? (Max 250 words)
 3. How has your engagement activity/ activity you supported led to demonstrable and on-going changes in levels of knowledge, appreciation, attitude, involvement and/or participation amongst your target audiences? (Max 500 words)
The panel will expect you to include evidence to substantiate the claims you make here. Examples of this could include (but are not limited to):
 - *Evaluation reports from events*
 - *Relevant testimony attesting to the impact of engagement activities on the improved appreciation/understanding of related knowledge areas*
 - *Developed and/or strengthened networks and relationships with community partners and resultant outcomes of those relationships*
 - *Submitted (or indeed successful) co-production grant applications for research projects and/or engagement activities.*
 - *Targeted interventions with non-traditional audiences/ students from non-traditional University backgrounds.*
 - *Relevant testimonies from stakeholders (for example teachers) on the impact of engagement with students from non-traditional university backgrounds.*
 4. How have you shared what you've done, or otherwise supported others to develop their capacity or expertise to engage the public? (Max 250 words)
Examples of this could include (but are not limited to):
 - *Taking part in, or delivering training to students or staff which shares learning from your activity*
 - *Producing online content (blogs, videos etc.) which shares the learning from your activity*
 - *Acting as a mentor to support others to develop relevant skills/ knowledge*
 - *Supporting the development of modules which feature public or community engagement*
 - *Publishing about your learnings from engagement projects (including contributing to publications others may have submitted)*
 - *Used your activities as a way to bring on people new to public or community engagement and upskill them.*

- 
5. How has the public or community engagement you've done/ supported enhanced the reputation of your department, or the University as whole regionally, nationally and/or internationally? (Max 250 words)

You can answer this question yourself, or ask your personal tutor/ academic supervisor/ Head of Department/ other relevant member of staff to write a statement of support on your behalf.

Examples of evidence to support this could include:

- o Feedback from participants in engagement activities demonstrating their changed understanding of the Department/University's regional role and and/or standing of the Department/University nationally and internationally.*
- o Internal/ external recognition of the contribution towards strengthening the Department/ University's regional role and/or standing of the Department/University nationally and internationally.*
- o Ways in which the public and community engagement activities undertaken contribute towards the University's 2030 strategic goals - relevant testimonies to the benefit of activities in relation to the roles of the Department and University within the region, nationally and internationally.*

- B. Please upload any supporting evidence you would like the panel to have access to. You should refer to documents you are uploading as part of your narrative response to the above questions so it's clear why they are being uploaded.

Public and Community Engagement Team of the Year Scoring Matrix

Score	1. How have you supported public or community engagement at Warwick in the last year? (Max score 5)	2. What was the purpose of your activity/ activities and who did you want to engage? (Max score 3)	3. How has your engagement activity/ activity you supported led to demonstrable and on-going changes in levels of knowledge, appreciation, attitude, involvement and/or participation amongst your target audiences? (Max score 5)	4. How have you shared what you've done, or otherwise supported others to develop their capacity or expertise to engage the public? (Max score 3)	5. Has the public or community engagement you've done/ supported enhanced the reputation of your department, or the University as whole regionally, nationally and/or internationally? (Max score 5 - this criteria can only be ranked as 1, 3 or 5)
0	Not public or community engagement activity or activity that supports others to engage the public.	No clear audience identified, and no purpose specified	No change for anyone. No evidence to back up claims.	No effort made to share what they did/ learnt or otherwise support others.	Chose not to answer/ no relevance to wider dept/ Warwick
1	1 or 2 low effort activities	The purpose is unclear and the audience is not given or is very vague (e.g. the public)	Very small change, or no evidence provided to substantiate claims of a change.	Small effort made to share what they did/ learnt or otherwise support others.	Some indication that their activity has enhanced reputation of the dept/ Warwick
2	1 or 2 activities of a reasonable quality	Some thought has been put into an audience and a purpose but there is a mismatch between the two (e.g. the audience does not fit with the described purpose)	Some evidence of change for a small number of people (e.g. minor difference made to the student themselves)	Moderate effort made to share what they did/ learnt or otherwise support others.	N/A
3	1 or 2 high quality activities or a sustained programme of reasonable quality activities	At least 1 specific audience has been identified and there is a clear purpose outlined for the activity that makes sense with the listed audience.	Evidence of a reasonable change to a small number of people	Consistent, sustained effort made to share what they did/ learnt or otherwise support others.	Evidence that their activity has enhanced reputation of the dept/ Warwick in some significant way.
4	A sustained programme of high-quality activities or 1 or 2 exceptionally high quality activities	N/A	Evidence of a large change for a small number of people or a small change for lots of people	N/A	N/A
5	Sustained programme of high-quality activity	N/A	Evidence of a large change for lots of people.	N/A	Evidence that their activity has enhanced reputation of the dept/ Warwick in some significant way, and this can be consistently demonstrated over a period of several months or more.

