



Royal Academy  
of Engineering | Ingenious



# Ingenious Follow on Fund

**Applicant Guidance Notes**

Deadline: 15 September 2025 4pm



# Contents

Click a section below

Introduction	3
Diversity and Inclusion	4
Eligibility criteria	5
How to apply	6
Application Process	7
1. Marketing	
2. Applicant and organisation details	
3. Project details	
4. Goals and objectives	
5. Project plan	
6. Support requested	
7. Declaration	
Application process - policies	11
Assessment criteria	12
Further information	13
About us	14





# Introduction

**The *Ingenious* Follow on Fund aims to make it easier for successful *Ingenious* projects to continue doing great work.**

**Lots of work goes into establishing positive relationships with partners, companies, schools and community groups and we hope this fund can enable and support the continuation of these relationships.**

Funding is available from £3,000 to £15,000.

*Ingenious* is supported by the Department for Science, Innovation and Technology (DSIT).

All *Ingenious* Follow on Fund projects should continue to engage the public with engineering while providing engineers with training, skills and opportunities in public engagement.

We prioritise projects that reach diverse and underrepresented audiences, including communities in the top 30% most deprived neighbourhoods in England, Scotland, Wales and Northern Ireland, and that engage with engineers and audiences of different genders, ages and ethnic backgrounds.



# Diversity and Inclusion

The Royal Academy of Engineering is committed to diversity and inclusion and welcomes applications from all underrepresented groups across engineering. It is the Academy's policy to ensure that no applicant is disadvantaged or receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Before you commence your application, you will be asked a few diversity monitoring questions to help the Academy monitor and assess our [diversity and inclusion policy](#). It will only be used for statistical purposes with access restricted to staff involved in processing and monitoring the data. No information will be published or used in any way that identifies individuals. The Academy will retain personal information as per our [Data Retention Policy](#) in line with the General Data Protection Regulations 2018.

The information will be treated as strictly confidential, nonattributable and will not be seen by anyone involved in any selection processes. You will need to complete the diversity monitoring section before you can see the grant application form, but can choose "prefer not to say" as responses.

## Reasonable Adjustments

All applicants must submit an application form via the online grants management system, but applicants are able to submit a single video message in lieu of writing out long text responses. In the online application form, you can state 'see video for response' for any questions you plan to answer via video.

Please see our document on video submission for further guidance.



# Eligibility Criteria

- Follow on Fund applicants must have recently been awarded an *Ingenious* grant. This year's Follow on Fund will be open to previous *Ingenious* awardees from Round 17, 18 and 19 who have completed their projects.

- Projects wishing to apply for follow on funding must have completed their project and uploaded their final report and expenditure statement to the grants management system ready for approval.

- All projects must continue to involve engineers in the development and/or delivery of projects. This may include working with previously recruited engineers, providing them with additional opportunities to strengthen their public engagement skills. Alternatively, projects may choose to recruit new engineers offering training and opportunities to put new skills into practice.

- Like the main *Ingenious* scheme, applicants must be UK residents.

Activities must be offered free of charge. For projects wanting to work with centres, clubs or associations that usually charge for tickets or membership fees, ticket prices should be covered for your target audience or there should be schemes in place to make sure that those from lower-income households are able to participate. If you need further clarification please get in touch with the Public Engagement team.

- The engineers involved in the project must be based in and studying or employed in the UK; be graduate-level or equivalent and above (including those at senior level); and can be from academia, industry or the public sector. Engineers may also be apprentices and engineering technicians. Applications that only engage undergraduate engineers or apprentices are ineligible for *Ingenious*.

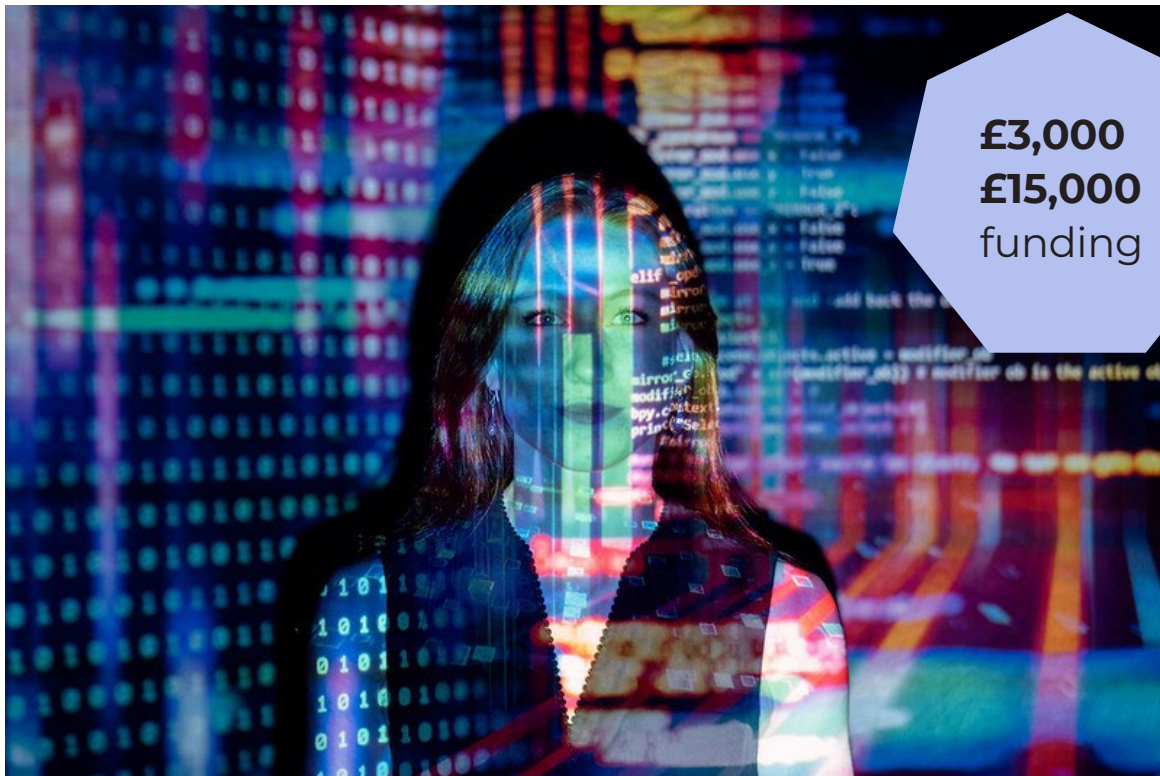
## Submission deadline

The submission deadline for this round of applications is **Monday 15 September September 2025, 4pm.**

**£3,000 -  
£15,000**  
funding



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# Applying for the Follow on Fund

## How to apply

- All applications must be submitted via the online grant system, available here: <https://grants.raeng.org.uk/>
- All applicants must first register with the system and provide some basic login details to create a profile.
- The lead applicant must be associated with the lead organisation (i.e. the organisation to which the grant will be given if the application is successful). All correspondence will be sent to the lead applicant.
- If successful, the lead applicant will be responsible for submitting reports. Changes to lead applicants will need to be approved by the Academy and documentation updated to reflect any changes so please consider who is best placed to apply as lead applicant.

Due to the nature of many public engagement projects and project teams, there may be multiple people who could be suitable candidates for leading the continued project. As the Follow on Fund aims to capitalise on previous work, applicants for follow on funding should have been core to the previously funded *Ingenious* project.

Applications for Follow on Funding will be accepted from any of the following:

- *Ingenious* lead applicant, original or later appointed.
- Member of project team named on original *Ingenious* application.
- Member of project team previously introduce to the Academy (kickoff workshop attendee or coordinator in regular contact with the Academy)
- Core member of project team unknown to Academy, who can provide a letter of support from the *Ingenious* lead applicant or lead organisation.



# Application process

## Completing the application form

After logging in to the online grant system and selecting the *Ingenious* Follow on Fund scheme, applicants are asked to complete a **Diversity Monitoring Form** to help the Academy monitor and assess its equality, diversity and inclusion policy. The information will be treated as strictly confidential, non-attributable and only reported when collated. It is gathered, stored and used in compliance with the Academy's [Privacy policy](#) in line with the General Data Protection Regulations 2018.

The information will only be used for statistical purposes with access restricted to staff involved in processing and monitoring the data. It will not be seen by anyone involved in any selection processes. No information will be published or used in any way that identifies individuals. The Academy will retain personal information as per our Data Retention Policy.

You should then be presented with the 'Instructions' screen. Here you will see some general instructions on how to use the system as well as the list of the seven sections of the application form:

1. Marketing
2. Applicant and organisation details
3. Project details
4. Project metrics
5. Project plan
6. Support requested
7. Declaration

Our grants management system does not have word count restrictions in place, however, we have suggested an upper limit for the word count for each question which we would encourage applicants to stay within wherever possible.

At any stage in the application process, you can save your work and return to it at a later time. You can answer the questions in any order you like so you may skip sections and return to them later. It is, therefore, worth viewing the application early on for an indication of what is required, and you should also ensure that you have all the necessary documentation to complete the application.

The application form has been divided into sections to provide a structure for your proposal. Where possible, applicants should avoid duplication of the same information in different sections.

A copy of the application form can be printed at any time by using the 'Print form' button



# Application process

## 1. Marketing

This section is optional but any information provided will help the Academy to understand which of our marketing materials and methods are most successful, enabling us to improve our future communications activities.

## 2. Applicant and organisation details

- Please confirm that this application follows on from a previously funded *Ingenious* project.
- Please confirm that the *Ingenious* project is complete with the final report submitted on the grants management system.
- Please confirm that public audience will be able to access the activities free of charge.
- Please provide the name and contact details of the lead applicant and their respective organisation.
- The lead applicant must be associated with the lead organisation (i.e. the organisation to which the grant will be given to if the application is successful). All correspondence will be sent to the lead applicant.

## 3. Project details

### Ingenious reference number

Please provide the reference number for the *Ingenious* project for which you are applying for Follow on Funding, starting ING. Different rounds may have slightly different reference formats e.g. ING2223\17\001, ING2324\18001.

If you are unsure of your *Ingenious* reference number, please get in touch the public engagement team.

### Total grant amount sought

£3,000 to £15,000 inclusive of any applicable VAT.

### Project dates

Project start date after 1 December, project end date by 31 July 2026 (schools) or 31 August 2026 (families or community groups).

Funding decisions will be made in November 2025 and funds will be awarded to successful projects in December 2025 although it is acknowledged that projects may continue planning and development in the interim timeframe. Projects working with school groups must be completed, including evaluation, by 31 July 2027 whilst projects working alternatively or additionally with family or community groups, must be completed by 31 August 2027.

### Project location(s)

Please list the counties your proposed activities will take place. If only delivering online activity please state 'online only'



# Application process

## 4. Goals and objectives

### Project objectives

Please list the project objectives for the proposed Follow on Fund project, which should be in line with the aims of the scheme.

The following questions are grouped according to which aim of the scheme they relate to.

### Summary of previous activities

Please provide a summary of the resources/events/activities developed during your *Ingenious* project.

### Planned activities and target audiences

Please provide information about which activities and target audiences you plan to continue working with or change, based on the learnings, challenges and feedback from the previous project.

### Significant changes (400 words)

Please tell us about any other changes that have not previously been detailed, and the reasons for these changes, including format and content of training for participating engineers and project evaluation.

### Project relationships (400 words)

Tell us about any newly built relationships that you hope to nurture with the help of the Follow on funding and what they will help you to achieve.

### File uploads (optional)

Here you can upload letters of support from potential engineering companies or community groups/schools etc. to demonstrate continued or new support for the project.

### Staff involvement

Please include details on the individuals responsible for the development, delivery and evaluation of the project. Please also state who will be the project leader and project manager. Please highlight where roles will be fulfilled by previous team members and where new staff will be introduced to the project, highlighting what skills they will bring and any gaps left they will fill by other departing team members.

## Project metrics

Please provide the following anticipated metrics for your project:

**a)** Number of activities, events and/or resources you aim to deliver. Please include type of activity, event or resource.

You do not need to continue every activity or event from your original project but please detail which activities you are continuing to run, whether they have been changed or updated and the reasons why

**b)** Target number and type of engineers participating in the project, for example five male and five female engineers, at least two who are in industry.

If known, please state how many engineers from the previous project you hope to continue engaging with, if any, as well as how many new engineers you hope to recruit, if any.

**c)** Target audience numbers and type of public audience you aim to target, for example gender, geographic location, age. Please highlight where there are any changes to the audiences being targeted and the reasons for any such changes. Please note that the Academy requires funded projects to collect data about the socio-economic profile of the public audience they reach.



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# Application process

## 5. Project plan

### Project timeline

Please provide approximate timescales or key milestones for your project.

### File uploads

Here you can upload a GANTT chart showing project timelines. You may also include letters of support to accompany a change in lead applicant, from a relevant person of authority (see page 6).

### Impact

Tell us about additional impact you hope to achieve with the follow on funding and how you hope to build a legacy for the project. Include information for any plans you have to work towards becoming a self-sustaining project.

## 6. Support requested

### Costs table

Please provide a breakdown of the funding requested to research, develop, deliver and evaluate the project. Please also provide a brief description of what the funds will be used for.

Please note, these grants are not calculated on the basis of full economic costing (FEC).

- Allowable costs include those directly related to the development and delivery of the proposed project.
- A breakdown of the specific costs (including any applicable VAT) must be provided, including a description for each item. Costs can include salary, consultancy, public engagement activity costs, materials, travel and subsistence. We recommend covering travel expenses for any volunteering engineers where costs are not already being covered by their employers.
- Funding should not be used to subsidise organisational staffing costs, but if salary costs are needed to proceed with the project, the appropriate proportion of costs can be claimed. *Ingenious* funding can also be used to cover the costs of staff needed to replace those who are taking part in project activities (for example, to cover teaching costs).

- Please specify the named individuals for any salary and consultancy costs.
- Costs cannot include overheads, retrospective work or overseas travel (this list is not exhaustive).

### Justification of costs (300 words)

Please provide an explanation of your proposed costs. We require evidence that you have researched and validated any costs that you are seeking support for. If funding for salaries is requested please state if it is for a new post, backfill or other.

### Additional funding

Please provide details of any additional funding or in-kind costs that will be provided by third parties in support of the project. Please indicate whether partnership funds have been applied for or are already secured.

### Does this project form part of a larger public engagement activity?

Please state whether this project forms part of a larger public engagement activity. If yes, please detail how the wider project is funded, and how the *Ingenious* Follow on project is dependent on this, in particular if partnership funding is not secured or is withdrawn.

### Total project costs should correspond with total grant amount sought.

## 7. Declaration

This section seeks confirmation that the applicant has provided accurate information and will update the Academy of any material changes that may affect the grant.



# Policies

## Use of generative AI tools in funding applications and assessment

The Academy has aligned with other UK funders around the use of generative AI tools in funding applications through the Research Funders Policy Group joint statement.

Regarding the use of AI, applicants are fully responsible for all the content presented in their grant applications. The grant process does not penalise the use of generative AI tools, but it is imperative to ensure that the application reflects the applicant's own voice and ideas. It is not acceptable to solely rely on generative AI tools to write the entire grant application from start to finish. While these tools may be used to assist in various aspects, the application must primarily represent the applicant's own work.

Applicants must provide clear acknowledgement if they have used generative AI tools in the process of writing their grant applications. This includes disclosing the name of the tool used and describing how it was utilized. The following style should be employed for referencing:

*I acknowledge the use of [insert AI system(s), version number and link] to generate materials for background research, styling, proofreading, etc.*

Or,

*I acknowledge the use of [insert AI system(s), version number and link] to generate materials that were included within my final assessment in modified form.*

## Subsidy Control

The UK subsidy control regime began on 4 January 2023. As part of this regime, the Academy is required to report to the UK Government on how award funding is being used when applications collaborating with commercial enterprises are awarded. The regime determines the lawfulness of monetary awards made using public sector resources when given to businesses and other organisations that are engaged in economic activity.

This grant programme has been assessed and is not intended to be a subsidy scheme in relation to the Subsidy Control Act 2022. As such, the intended use of these funds by the Recipient is not to provide the recipient or any other enterprise with any form of economic advantage, nor is it intended for any purpose that could be considered capable of having an effect on competition and investment within the UK or trade and investment between the UK and another country or territory.

If, for any reason, you have concerns that your project may be at risk of being a subsidy because it is providing an economic advantage to an enterprise (i.e. a business offering goods or services on a market) or is capable of having an effect on competition or investment this must be declared to the Academy. Should you then be successful additional grant conditions may be applied at point of a grant offer to manage that risk.

## National Security

The Academy is the UK's National Academy for engineering and technology and seeks to increase the potential positive benefit that innovations can have for society, whilst reducing the risks of harm. Hence, in all our activities, we seek to minimise the risk that technology developed as part of work that we support could be misused by a foreign state to build a capacity to target UK interests in a hostile fashion or to control or repress their population. There is a risk that for some grant activities, failure to protect IP and a lack of due diligence into collaborators could result in sensitive technology being transferred to and misused by a hostile or repressive foreign state. As such all applicants should ensure they are familiar with the Academy's Policy on National Security-Related Risks.

# Assessment Criteria

We have created a streamlined application for the Follow on Fund which will be reviewed alongside the final report of the completed *Ingenious* project. During the review and assessment of the application, the panel will reflect and comment on the project plan and how the proposal meets the *Ingenious* aims.

## **Aim: Maximise impact and reach from resources already developed under the *Ingenious* scheme**

- Whether the objectives of the original project were met and any reasons provided for incomplete objectives
- How the project dealt with any challenges
- Engineers training and public engagement opportunities.
- Evidence that the activities were enjoyed by their target audience
- Reflections of lessons learnt

## **Aim: Maximise impact and reach from resources already developed under the *Ingenious* scheme**

- The creativity and innovation of the developed activities
- Proposed changes and implications for delivery of project

## **Aim: Allow new relationships with partner organisations, community groups/schools and engineers and engineering companies to be nurtured to build long lasting working relationships**

- The relationships established with engineers, partner organisations, companies, community groups/schools etc and how these will continue
- Continuity of the project team
- The experience brought by new project team members and filling of gaps left by departing members

## **Project planning**

- Timeline feasibility
- Budget feasibility
- Potential legacy

## **Key dates**

**Submission deadline: 15 September 2025, 4pm**

Funding panel: October 2025

Funding offer: November 2025

The letter of offer, grant agreement and terms and conditions are sent to the lead applicant (the grant is conditional on acceptance of the terms and conditions)

Funding awarded: December 2025 onwards

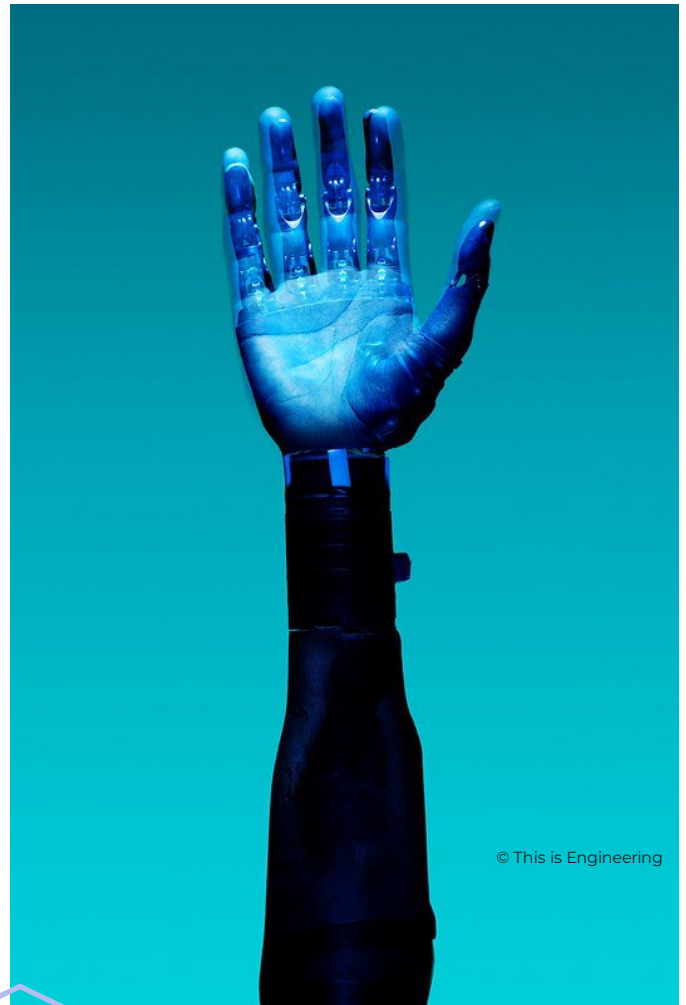




# Further information

## Monitoring

- Successful applicants will be required to schedule a 1:1 meeting with the Programme Manager at the start of the project.
- Awardees are encouraged to stay in regular contact with the Programme Manager and update them on project progress on an informal basis. Each project can expect to be visited by a member of the Public Engagement team at least once.
- The Programme Manager must be informed of any changes to the activities, timings or allocation of funds over the course of the project.
- Awardees are required to complete an interim and final project report with expenditure statements.
- Final reports serve as a measure of the success of the scheme and may be sent to the panel for review.



## Further information

### Contact

If you have any questions about your eligibility, the programme, or problems with your application, please contact the public engagement team.

**[engagement@raeng.org.uk](mailto:engagement@raeng.org.uk)**



# About us

The Royal Academy of Engineering creates and leads a community of outstanding experts and innovators to engineer better lives.

As a charity and a Fellowship, we deliver public benefit from excellence in engineering and technology and convene leading businesspeople, entrepreneurs, innovators and academics across engineering and technology.

As a National Academy, we provide leadership for engineering and technology, and independent, expert advice to policymakers in the UK and beyond.

## Our three goals for the next five years

### Sustainable and Innovative Economy

Where sustainability drivers, innovative industries and resilient infrastructures are aligned to drive growth and productivity that will support better lives for all.

### Technology Improving Lives

Where technology in all its forms is used to meet the most important human needs, avoid harm, support fairer societies and break down barriers to opportunity.

### Engineering Community Fit for the Future

Where our community reflects society in its diversity, commits to creating inclusive cultures to help drive engineering excellence, and has the skills to meet future needs safely, securely and ethically, and to keep pace with innovation.