

Seeking support from IUCAA for public outreach

Guidelines and Rules for Application :

(Please read these carefully before proceeding to fill the application in detail)

1. At least one permanent IUCAA personnel, preferably from the outreach department ([contact details](#)), should be part of the planning from initial phase, implementation and certification.
2. Target of Outreach:
Events will have the end target audience limited to -
 - i. Secondary and high school (up to 12 std) age Children, Amateur Astronomers or General Public.
 - ii. School teachers or other persons (if any), who will receive training and then cater to school age children may also be included under this.
3. The proposers should carefully evaluate if the duration of the program justifies the travel, effort, and the associated costs. Outreach event should not be minor or too general like a college fest etc., although it may have a component for the public eg. a large scale sky show, public talk etc. For such association, please email the outreach team directly at scipop@gmail.com
4. Budget: *(IUCAA Association is a must for seeking monetary support)*
 - i. Proposals with reasonable support from the local host in the form of partial funding support, accommodation, food, and/or hall charges will be viewed favorably.
 - ii. Symbolic excesses such as expensive mementos and unnecessary program paraphernalia should be avoided.
 - iii. Wherever possible, one set of basic material needed for workshop etc. could be carried by IUCAA personnel if they are involved in conducting the event.
 - iv. IUCAA will not provide support for purchases or hiring of expensive material such as telescopes, planetariums etc. although low-cost raw material / kits may be considered. These may be listed in detail. The support should also not be used for commercial hiring of external agencies / event managers.
 - v. If the above are necessary for conducting of the event, they should be procured by the host via local funding or a reasonable registration fee could be used to cover the cost.
 - vi. Honourarium and TA for experienced resource persons must be granted as per government norms.
 - vii. Wherever possible, host should try to minimise the expenditure related to local hospitality of participants and cover it in-house.
 - viii. Travel of IUCAA resource persons (excluding local travel) to the venue will be borne by IUCAA directly and need not be mentioned in the budget.
 - ix. If approved, the report of the event along with the photographs must be submitted before submitting the final Utilization Certificate (UC) (within one month after the event).

Rough Budget Expenses Template :

(to be filled with as much detail as possible and uploaded preferably as a doc, pdf or spreadsheet)

No.	Items	Description	Amount per day	Total amount
1	Accommodation	Breakup of accommodation costs for participants, resource persons etc.	Rs XXXX	Rs XXXXX
2	Food	Breakup of reasonable cost that could include breakfast, lunch, dinner, tea, snacks		
3	TA and other Transportation	Breakup for outstation / needy participants (average) + local transport for resource persons + transport of material		
4	Workshop raw material / kits purchase	Describe briefly, or if numerous, add annexure with contents		
5	Stationary, Documentation etc.			
6	Miscellaneous / Contingent expenses			