Getting set for your Discovery Box!

Hello and welcome to this guide that will help you apply for an IOM3 Discovery Box. We are very excited for you to receive a box and have put this guide together to make booking a box and applying for funding to cover the cost for the courier through a grant from the Education & Outreach Trust, as easy as possible.

This guide is broken down in to two parts:

1 Applying to borrow a box
2 Applying from funding from the IOM3 Education & Outreach Trust

We have kept this guide short and simple with all the necessary information, however if you have any questions, please email education@iom3.org.

Part 1 Booking a box

The first step to receiving a Discovery Box is filling out the booking form which you can find here: Book a Discovery Box. We have outlined the steps in completing the form below:.

Important Information: You need to be a subscriber to our School Affiliate Service before you can book a box. This is free to do and gives you access to our great resources that can be used to support your teaching. If you are unsure whether you have already signed up to this service, please get in touch. You can sign up to the School Affiliate Service here.

- Name: Your full name, i.e. title, first name, surname.
- School: The full name of your school/college.
  - For example: St Joseph's Catholic School for Girls, rather than simply St Joseph's.
- Postal address: The full postal address of your school **including postcode.**
  - This is the address the Discovery Box will be delivered to and the address we will use to calculate the courier costs. If your school/college is split across multiple sites, please use the best address for the box to be delivered to.
- Email: Your email address.
- Personal phone: Your telephone number.
  - Please provide the best telephone number for us to contact you on if we have any queries about your booking. We will only use it to contact you about your booking.

- School reception telephone number:, Please include full number including the area code and any extension number or option number.
  - We will include this information on your courier booking form in case the courier needs to contact you regarding your delivery or collection.
- When would you like your box delivered: Use the calendar to select the **Friday** you would like to receive the box. Boxes are delivered on a Friday so you have the weekend to familiarise yourself with the contents ahead of your main booking period.
- Alternative dates: At busy times you may not be able to have a box for your chosen week. If you have flexibility on when you could have a box, please let us know. If your choice of date is fixed, please indicate that there is no suitable alternative.
- How long would you like to borrow the box: Select 1, 2 or 4 weeks from the drop down menu.

Finally, please tick to confirm that you are not a robot and click the button to submit your booking.

What happens next?

- When you click submit you will see a message to say that your request has been forwarded to the education team. If you do not see this message on screen, please submit again.
- Once we receive your application we will check whether we have a box available and obtain a courier quote for delivery and collection.
- A member of the Education & Outreach team (Caroline Stewart or Jasneet Kaur) will email to confirm the box booking fee and send your booking contract. Please check and sign the booking contract and return it by email to confirm you are happy with the fee terms and conditions of loaning a Discovery Box. We are not able to send a box out until your signed booking contract has been returned.
- Once you have confirmed that you would like to proceed with your booking we will send you an invoice. This can be paid by card or BACS. The invoice must be paid at least one week before your box is due to be delivered. If you would like to apply for funding to cover the cost of booking a Discovery Box, read on below...
- We will despatch your box on the day before your planned delivery date and send an email to let you know that it is on its way. Please keep this email safe as it will also confirm the codes for the four barrel locks on the box. This email will also contain links to two useful resources. The first is a detailed guide explaining each item included in the box, including a photograph so you can identify everything (all the samples are labelled too!). The second is a modular presentation, linked to the 11-19 curricula that provides and introduction to materials, minerals and mining.
- When your box is delivered, please pay close attention to the envelope labelled 'Please Read Me' which you will find on top of the box in the outer corrugated case. Keep this document safe as it explains how to look after your box during the load period and how to prepare it to be returned to us.

Part 2 – Applying for a grant to fund your box booking.

The IOM3 Education & Outreach Trust STEM Intervention Access Grants have been created to support schools in accession resources and activities that raise awareness of the importance of STEM and enrich the teaching of the materials cycle aspects of the curriculum. We welcome applications to fund the cost of booking an IOM3 Discover Box!

You can access the STEM Intervention Access Grant form here, and we have put the following guidance together to make filling in the form as simple as possible.

Page 1

- Full name of your institution: Enter your school or college name.
  - For example: St Joseph's Catholic School for Girls, rather than simply St Joseph's.
- IOM3 Privacy Policy: You will need to tick this box to confirm that your data can be used to assess your application. This allows the judging panel to review your submission.
- Address 1: Enter the main part of your school address.
  - For example: street name
- Address 2 and Address 3: Use these lines for any additional address details.
- Town/City: Enter the town or city where the school is located.
- Postcode: Enter the full postcode of your school.

Once you have completed this page, choose 'Next step' or 'Save draft'.

Page 2

- Are you a...: Using the drop down menu choose the option that most closely describes your position
  - Choose one of the following options: Technician, Teacher, Subject or Head of Department, SLT or other. If you chose other please specify your position, e.g. teaching assistant.
- What subject do you teach: Please tell us the subject(s) you teach.
  - For example: science, chemistry, physics, biology, design and technology.
- Are you an IOM3 School Affiliate Subscriber: Choose yes or no from the dropdown menu. Please note: to book a Discovery Box, you must be a subscribe to our School Affiliate Service; you can sign up for free here.

Once you have completed this page, choose 'Next step' or 'Save draft'.

Page 3

- Type of institution: Use the drop down menu to choose the option that best describes your school.
  - Select one from LEA School, Academy, Independent School or Other.

- What is the age range of your learners: Write the age range of pupils at your school.
  - *For example: 11-16 and 16+.*
- Does your institution have an above average % of learners entitled to free school meals? Select yes or no from the dropdown menu.
- Does your institution have an above average % of learners entitled to pupil premium funding? Select yes or no from the dropdown menu.
- Does your institution have an above average % of learners whose English is not their first language? Select yes or no from the dropdown menu.

Once you have completed this page, choose 'Next step' or 'Save draft'.

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- Name of activity: Type IOM3 Discovery Box.
- Date of activity: Enter the date you would like the Discovery Box to be delivered.
- Age group (or year group) of learners attending: Put the ages or year groups of the pupils that you will be using the box with.
  - *For example: Year 10, 11 and 12 or 14-16.*
- Statement 1: Please tell us how and why your learner will benefit from attending this activity.
  - *This only needs to be two or three sentences, for example:*
  "Borrowing a Discovery Box will give our pupils access to examples of materials and artefacts that we would otherwise not be able to access."
  "The Discovery Box will support teaching of [insert topic from curriculum], helping to link theory with real world applications."
  "Borrowing a box will provide hands on, practical learning opportunities to support engagement in STEM subjects."
- Statement 2: Please tell us how attending this activity will enhance and enrich your learners' knowledge and understanding of the materials cycle
  - Please write two or three sentences to say how borrowing a box will achieve this aim, for *example:*
  "Students will gain a better understanding of how raw materials are sourced, used, and recycled in everyday life."
  "Borrowing a box will support understanding of the full materials cycle, from extraction through to reuse and recycling but giving examples of raw materials, artefacts and recycled products."
  "Our young people will become more aware of the materials used in everyday objects that they may not usually notice."
- Budget: Please attach a full screenshot of the email you received from us which confirms the cost of borrowing the Discovery Box.
  - *You can upload the file in jpg, png, pdf or Word format.*
- Statement from your SLT in support of your application: A short supporting statement signed by your SLT that can be uploaded as a PDF or Word document on **official school letterhead.**
  - *This only needs to be a paragraph of a few sentences to confirm that you have the support of*

your SLT to borrow the box and crucially why they believe your school should be awarded a grant to fund the cost of the box. This could mention how tight school budgets are and that you wouldn't be able to access the box without funding.

- Have you previously applied for funding through the IOM3 Education & Outreach Trust? Please select yes or no from the dropdown menu.
  - You will not be penalised if you have received funding before, rather we will use this information to measure engagement.
- If yes, was your application successful? Please select yes or no from the dropdown menu.

Once you have completed this page, choose 'Next step' or 'Save draft'.

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- Tick the declaration to confirm that the information provided is correct and that you agree to the terms of the application.
- Click the button submit entry to submit your application.

What happens next?

- When you click submit you will see a message to say that your request has been submitted and we will advise you of the outcome within 20 days. If you do not see this message on screen, please submit again.
- Your grant application will be sent to the judging panel for review and you will receive an email within 20 days (its usually much quicker than that) notifying you of the outcome. If successful you will be asked to provide information to allow payment of your grant to be processed.