

## Guidelines for writing your Public Engagement Grant Report/blog

**Title:** Event/activity description

**Date of event:**

**Name of Grant Recipient and affiliation:**

**Headline bullet points:** These bullet points (between 1-5 as guidance) should be written to flag up key relevant highlights that will encourage a reader to continue exploring the report.

- Key objectives
- Key learning points
- Key interactions
- What piece of information will you disseminate?
- What would you change?
- What feedback did you receive?

**Background:** Text highlighting the organisational aspects of the event: who attended: value of the event, etc (max 200 words).

**Findings:** Text that expands on the **Headline bullet points** and explains in more detail what/why/how/when the activity could be fed forward. This is the main text body of the report which may include: relevant financial info, action points, and sources of related information – anything that the Grant Recipient thinks a member would find useful to put the activity in to practice.

**Resources:** please indicate what resources will be provided to HIS under a creative commons licence.

**Personal Statement:** This section should describe how the activity has impacted you and why it is (or will be) of particular interest to the HIS members

**Acknowledgements:** Please include any relevant individuals or organisations that have helped make this activity possible or especially worthwhile.