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# Knowledge Exchange Framework

# Public & Community Engagement

# Narrative Template

## For submission to [KEF@re.ukri.org](mailto:KEPolicy@re.ukri.org) by Friday 16 October 2020\*

**Max words: 2,000 (plus 120 word lay summary).**

\*The original deadline of 29 May 2020 was extended in response to the Covid-19 pandemic.

Submissions must use the KEF narrative templates, but either this template or the version with the old submission date will be accepted.

# Public and community engagement narrative statement

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| --- | --- |
| **Institution name** |  |
| **UKPRN** *(www.ukrlp.co.uk)* |  |
| **Public and community engagement primary contact name** |  |
| **Job title** |  |
| **Email address** *(to be published)* |  |
| **Total word count** *(including summary of approach)* |  |

**Please note a word limit of 2,000 words** applies across the five ‘aspects’ of this statement. The summary of approach (below) has a separate word limit of 120 words. Diagrams and images may be included, providing they can be extracted for online display and the total statement (excluding cover page) does not exceed ten pages.

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| **Summary of approach** |
| **Summary**  Please provide a short (max 120 words) summary of your approach to community and public engagement. This should be in the style of a ‘lay summary’ and provide a succinct and accessible overview of your approach. |
| Word count: |

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| **Aspect 1: Strategy** | | | |
| **Developing your strategy**  Information on your existing strategy, planning process and allocation of resources, including how you identified relevant public and community groups and their needs, and facilitated their ability to engage with the institution, as a means to help understand intended achievements.  *Refer to the supporting guidance document for examples of evidence you may wish to include to corroborate your self-assessment (page 15).* | | | |
| Word count: | | | |
| **Self-assessment score**  Developing your strategy | **0** | **←** | *Insert score between 1 – 5 here Refer to guidance document for scoring criteria (page 12-14).* |

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| **Aspect 2: Support** | | | |
| **Practical support to deliver your strategy**  Provide information about the practical support you have put in place to support your public and community engagement, and recognise the work appropriately.  *Refer to the supporting guidance document for examples of evidence you may wish to include to corroborate your self-assessment (page 16).* | | | |
| Word count: | | | |
| **Self-assessment score**  Support structures and recognition | **0** | **←** | *Insert score between 1 – 5 here*  *Refer to guidance document for scoring criteria (page 12-14).* |

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| **Aspect 3: Activity** | | | |
| **Delivering your strategy: activities**  Provide information on the focus of your approach and describe examples of the activity delivered. How do you know activities have met the identified needs of public and community groups? Please focus on the last three years of activity.  *Refer to the supporting guidance document for examples of evidence you may wish to include to corroborate your self-assessment (page 17).* | | | |
| Word count: | | | |
| **Self-assessment score**  Delivering your strategy | **0** | **←** | *Insert score between 1 – 5 here*  *Refer to guidance document for scoring criteria (page 12-14).* |

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| **Aspect 4: Results and learning** | | | |
| **Evidencing success**  Describe the outcomes and/or impacts of your activities. How have you evaluated these individual activities to ensure you understand whether they have addressed your strategic objectives – and intended achievements for public and community? To what extent have you learnt from your approach and applied this to future activity?  *Refer to the supporting guidance document for examples of evidence you may wish to include to corroborate your self-assessment (page 18).* | | | |
| Word count: | | | |
| **Self-assessment score**  Evidencing success | **0** | **←** | *Insert score between 1 – 5 here*  *Refer to guidance document for scoring criteria (page 12-14).* |

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| **Aspect 5: Acting on results** | | | |
| **Communicating and acting on the results**  How has the institution acted on the outcomes of activities or programmes to ensure it is meeting the wider strategic aims; to inform the development of this strategic approach; and to continuously improve and improve outcomes and impacts for public and communities? To what extent have the results of the work been shared with the communities involved, internally in the institution, and externally?  *Refer to the supporting guidance document for examples of evidence you may wish to include to corroborate your self-assessment (page 19).* | | | |
| Word count: | | | |
| **Self-assessment score**  Communicating and acting on the results | **0** | **←** | *Insert score between 1 – 5 here*  *Refer to guidance document for scoring criteria (page 12-14).* |

Total word count across five aspects: (max 2,000 words across no more than ten A4 pages)