

# Biology Week Outreach and Engagement grant scheme 2019

## Guidance Notes for Applicants

The Royal Society of Biology is offering Biology Week outreach and engagement grants for members to run an outreach or engagement event or activity during this year's Biology Week from 5th-13th October 2019.

The aim of the grant scheme is to support outreach and engagement events and activities that are creative, impactful, and suited for audiences or based in locations that may have otherwise limited opportunities to engage with bioscience topics or concepts.

Please read these guidance notes carefully before completing your application, in order to ensure you are eligible to apply and to increase your chance of making a successful application.

You can also contact the RSB's outreach team [outreach@rsb.org.uk](mailto:outreach@rsb.org.uk) to discuss your eligibility and ideas for proposed events or activities.

You can you apply for a grant online via our submission form on our website at [www.rsb.org.uk/outreach-grants](http://www.rsb.org.uk/outreach-grants).

All applications must be submitted by **29th April 2019**.

### Who can apply?

Our grant scheme is open to individual members of the Royal Society of Biology. This includes all members at any grade, in any country.

### Repeat applications

We will consider applications from members who have previously applied for Outreach and Engagement or Regional grant scheme funding. For successful applicants, all previous end of grant reports must be completed before any new funding is awarded.

For unsuccessful applicants, we will only consider new applications and will not consider a resubmission of a previously rejected application.

### You must be over 18 years old to apply

However, we will accept joint applications (see below) from individual members under 18 who have applied jointly with a member over 18 years old as the primary contact.

### The event must take place during Biology Week 5th-13th October 2019

Charles Darwin House, 12 Roger Street, London WC1N 2JU +44 (0)20 7685 2400 [info@rsb.org.uk](mailto:info@rsb.org.uk) [www.rsb.org.uk](http://www.rsb.org.uk)

We will not be retrospectively offering money for events.

### **The event or activity must be non-commercial**

We will only consider applications that are not for profit. Events run must not be in direct association with a commercial organisation.

### **Applications can be submitted on behalf of an organisation or institution**

However, all events or activities supported by the grant scheme must include a clear acknowledgement that it has been funded by the RSB, by using our logo where appropriate or including reference to our financial support in appropriate copy.

### **Joint applications are allowed**

An application made by more than one member is permitted. However, both applicants must be members of the RSB, and the nominated primary contact must be a member over 18 years old.

### **We will part fund events or activities**

We are happy to part fund events or activities so long as additional funds have been secured before you make your application with us, and that this is disclosed in the application.

### **School events or activities need to engage with audiences outside of the school**

Teachers can apply for funds to run events or activities including, involving or targeting their students, but these must also include an aspect of outreach or engagement with audiences that comprise of individuals that are not attendees or employees of the school.

### **Grant sizes**

In each funding round, we have two funding categories, with the total funds available being split between the two as deemed appropriate:

- **Small Grant** - Grants of up to **£200**, intended for smaller events and activities, such as a one-off event or activity, or the final injection of funding required to make an event or activity possible.
- **Full Grant** - between **£201 - £500** for a single event or activity, or a series of events or activities that requires a greater amount of funding.

Please specify which grant category you are applying for in your application.

### **Event or activity eligibility**

Successful events or activities should aim to achieve as many of the below objectives as possible:

- increase the understanding of, and engagement with, the biological sciences
- increase the accessibility of the biosciences to those who do not work in the field
- engage audiences with current developments in biology that are relevant to their everyday lives
- reach out to audiences that do not have as frequent opportunities to increase their science capital<sup>1</sup>

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<sup>1</sup> <https://www.kcl.ac.uk/sspp/departments/education/research/Research-Centres/cppr/Research/currentpro/Enterprising-Science/01Science-Capital.aspx>

- tackle people's stereotypes and preconceptions of those working in the biosciences

It is up to you how the event or activity is delivered, its style, content and target audience and we welcome innovative and creative approaches.

Applications will then be circulated to members of the funding panel and scored against five assessment criteria:

- Engagement: how impactful the event or activity will be with the target audience
- Proposal: a clear well-presented idea with a good chance of success
- Science: how impactful, novel and relevant the conveyed bioscience topics are
- Novelty: an innovative or creative approach to activity or event delivery
- Budget: a clearly costed and realistic budget providing good value for money

#### **Examples of where funds might be used**

- Promotion, publicity and marketing materials (banners, posters, fliers, design and printing costs)
- Room, equipment and facility hire
- Equipment and resources to increase capacity to deliver an event or activities (projectors, lab equipment, microscopes, reference books & guides etc)
- Speaker or presenter costs
- Travel costs

#### **Commitment to event or activity delivery**

Grants will be allocated under the agreement that there is a commitment to delivering the event, activity or series of events or activities.

#### **Application procedure**

The deadline for submission of completed online applications for grant funding is **29th April 2019**. An email will be sent to confirm receipt of your application.

Incomplete applications after the application deadline will not be considered in this round of grants.

Assessment of applications will not take place before the deadline has passed.

#### **Deciding on which events or activities to fund**

Applications will be scored against the five criteria mentioned above, and those that have scored highest will be discussed to determine a final list of successful applications and a list of reserves.

Successful applicants will be given a conditional offer of funding, dependent on signing an offer letter agreeing the grant terms and conditions and providing bank account details for grant payment.

All planned events or activities must take place during the 2019 Biology Week, 5th-13th October. There will be another round of grants with an application process in November 2019 for events or activities planned to take place during 2020.

A condition of the grant is that grant scheme recipients' contact details and details of their event or activity will be passed to the committee of the relevant Royal Society of Biology [regional branch](#).

A working relationship between the parties will be encouraged, but this is not an obligation.

### **Evaluation**

Grant recipients will be asked to complete an evaluation form following completion of their event or activity.

### **Receipts and Auditing**

Successful applicants should retain all original receipts for the money they have spent, as we may ask to see these. Any excess funds remaining following the event or activity will need to be returned to the Royal Society of Biology.

### **Grant scheme timetable**

29th April 2019	Deadline for applications
7th June 2019	All successful and unsuccessful applicants informed by this date
21st June 2019	Grant offer forms signed and returned to RSB by this date
5th-13th October 2019	The period in which the event or activity is delivered
29th November 2019	Final grant reports submitted

### **How to apply**

Apply online on our website using the online submission form, by **29th April 2019**.

Please read these guidance notes carefully to ensure your proposed event or activity is appropriate and that you are eligible to apply. If you wish to check your events and activities idea is suitable before starting your application, get in touch using the contact details below.

Please make your answers clear and easy to read and include everything you think is relevant to your application.

If you have any questions or are unsure what a particular question means, please contact us.

### **For more information, contact**

**Dr Amanda Hardy**, Senior Outreach Officer, Royal Society of Biology

Direct tel. 020 7685 2565

Email [outreach@rsb.org.uk](mailto:outreach@rsb.org.uk)

## Outreach and Engagement grant scheme terms and conditions

1. The Royal Society of Biology retains the right to request repayment of the grant immediately if you are in breach of any of the terms and conditions as outlined below.
2. The grant must be used exclusively for the event or activity outlined in your application and held during 5th-13th October 2019.
3. We must be informed of any significant changes to the funding and delivery of your planned event or activity at any point in the application process or into the run up to or during the event or activity taking place.
4. You will acknowledge the Royal Society of Biology as a supporter of the event or activity in all event or publicity material.
5. You will follow RSB branding and publicity guidelines where appropriate.
6. You shall own and retain any intellectual property rights (including copyright and design rights) arising out of, or connected to, the event or activity but the Royal Society of Biology is free to use any such intellectual property rights.
7. If the event or activity involves work with children, young people or vulnerable adults, you will take all reasonable steps to ensure their safety and follow the [Royal Society of Biology's Safeguarding Policy](#).
8. We will pay the grant by bank transfer (BACS) into a bank account or building society account in your name.
9. If you are only applying for funding to partially cover costs of your event or activity, other funders and their financial support must already be confirmed and these details must be declared in your application.
10. You will scan all receipts and send them to the Royal Society of Biology together with the post event or activity evaluation and report.
11. You will complete a final report on the event or activity and return completed details to us no later than 29th November 2019.
12. The Royal Society of Biology has copyright of this report and the right to edit and publish any of the content of the report through any of its communication channels or in its magazine, *The Biologist*.
13. The Royal Society of Biology will pass on successful applicants' contact details and details of the event or activity to the committee of the appropriate regional branch of the Royal Society of Biology.

14. Grant holders must adhere to the Society's Health and Safety policy by completing a [risk assessment](#) for the event or activity(s) and ensure adequate training is provided where required. Grant holders must adhere any local health and safety guidance or policies put in place at the venue where the event or activity is being held.
15. The events or activities run as a result of funding from this grant scheme are not covered by the RSB's Public Liability Insurance. You need to make your own arrangements for Public Liability Insurance cover for your event or activity.
16. All event or activity organisers must be members of the Royal Society of Biology and the lead applicant must be aged 18 years old or over.
17. We are not able to provide feedback to unsuccessful applicants.
18. The grant reviewers' decision is final and unsuccessful applications cannot be resubmitted. However new event or activity applications may be submitted to future grant application rounds.