

# Big Biology Day Grant Scheme 2019

## Application Guidance



## Table of Contents

Introduction.....	2
Application Help Notes.....	2
Assessment Criteria.....	5
Terms and Conditions.....	6
Policies.....	8
Contact Us.....	8

## Royal Society of Biology Anniversary Year

The Royal Society of Biology (RSB) is offering 10 grants of £500 each to run a Big Biology Day within the RSB's 10th anniversary year which runs from 1st October 2019 to 30th September 2020. The year will mark the organisation's 10th anniversary as well as 40 years of being granted a Royal Charter and will be celebrated with a suite of exciting new events and initiatives. RSB formed in 2009 from the merger of the Institute of Biology (1950-2009) and the Biosciences Federation (2002-2009) with the mission to be the single unified voice for biology.

## Introduction to Big Biology Day

Big Biology Day is a one-day science festival that aims to support the celebration of life sciences and to engage the public and families with an array of outreach activities that cover a large range of bioscience topics. These days look to foster a sense of community within the immediate vicinity of the event and beyond, and work to support the objective of making science an embedded part of everyday culture.

Usually hosted within a school or other community building, the event brings together a number of organisations to inspire interest in the biosciences, by showcasing how biology is changing the world in fun and stimulating ways.

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Please read through this guidance document before completing your application, in order to ensure your proposed activity is appropriate, that you are eligible to apply and to increase your chance of making a successful application.

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## Application Help Notes

### Who can apply?

The Big Biology Day grant scheme is open to all individual members of the RSB, at all membership grades, living in the UK.

Applicants must be over the age of 18.

Applications can also be submitted by RSB organisational members (i.e. an organisation that is a member of the RSB) but a named contact who is an individual member of the RSB must be provided in the application form.

Applications can also be submitted on behalf of an organisation or institution. However, the main contact and organiser must be an individual RSB member.

### How to apply?

You can apply for the grant online via the submission form on the RSB's [mySociety](#) portal for which you must first log in or create an account.

### Application procedure

The deadline for submission of your completed online application is Friday 1st November 2019 at midnight; an email will be sent to confirm receipt of your application upon submission.

Incomplete applications received after the application deadline will not be considered.

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

### Grant scheme timetable

2nd September – 1st November 2019	Big Biology Day grant scheme open
TBC	Optional training day for grant recipients
October 2019 – September 2020	10 Big Biology Days

### Event objectives

Your Big Biology Day event should aim to achieve as many of the objectives listed below as possible:

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

### The event must be non-commercial

The RSB will only consider applications that are not for profit i.e. the event must not be in direct association with a commercial organisation.

### When must the event take place?

Your Big Biology Day event must take place during the RSB's anniversary year which is between 1st October 2019 - 30th September 2020.

### The RSB can part-fund your Big Biology Day

On the condition that the additional funds have been secured *prior* to you making your application and that this is disclosed clearly within the application form.

If you are planning on working with another organisation to carry out your Big Biology Day event, please outline the nature of the partnership and the relevant contact details of all organisers.

### Examples of where funds might be used

- Promotion, publicity and marketing materials (banners, posters, flyers, design and printing costs)
- Room, equipment and facility hire
- Equipment and resources to deliver activities (projectors, lab equipment, microscopes, reference books & guides etc.)

### Charges for visitors

Big Biology Day events must be free for visitors to attend. This is to maximise accessibility and is in line with the RSB's charitable aims. However, optional charges may be incurred by visitors for example, parking fees or refreshments available to purchase on site.

### You must clearly acknowledge the RSB's support

You must clearly acknowledge that the Big Biology Day event has been funded by the RSB, by using the RSB logo where appropriate or including reference to the RSB's financial support in all appropriate copy.

### Evaluation

You should have an evaluation plan in place before you begin planning your Big Biology Day. This should outline how you are going to collect data to measure and analyse the success of your event and provide evidence of what your event has achieved and whether the objectives have been met.

Grant recipients will be asked to complete an obligatory evaluation form following completion of their event. This must be submitted within two months of the event.

### **Commitment to event delivery**

Grants will be allocated under the agreement that there is a commitment to delivering the Big Biology Day event during the RSB's anniversary year.

### **Receipts and Auditing**

Successful applicants should retain all original receipts for the money they have spent, in the event that we may ask to see these.

Any unspent funds following the event will need to be returned to the RSB.

Please make your answers clear and easy to read and include everything you think is relevant in your application form – good luck!

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## **Assessment criteria**

Following the application deadline, successfully submitted applications will be circulated to members of the judging panel and scored against two assessment criteria, which are further explained below:

1. Proposal viability: a clear plan to deliver a Big Biology Day with a good chance of success
2. Budget viability: a clearly costed and realistic budget providing good value for money

### **1. Proposal viability**

This is to evaluate the overall quality of the proposal, and how thoroughly it outlines the theory, planning, execution and evaluation of the Big Biology Day. Proposals that are considered to be viable have:

- Identified a clear target audience
- Demonstrated an understanding of this target audience's demographics
- Clear aims and objectives for their Big Biology Day event
- Sound understanding of the scientific basis of the event
- A clear, concise, and practical budgeting breakdown
- A clear understanding of how the Big Biology Day will be executed
- A clear and purposeful method of evaluation

### **2. Budget viability**

This is to evaluate how realistic the budget proposal is, and if it is proposing to spend the budget in a manner that fits in with the ethos of a charitable organisation. If the event requires additional funding, the budget should also state clearly that this has already been secured and detail from whom this budget has been secured. A viable budget will:

- Cover all foreseeable elements of the Big Biology Day implementation
- Break down costs clearly and comprehensively
- Detail prices that are cost efficient and market-competitive
- Detail clearly where additional funding has already been secured from, if relevant

Applications with the highest scores will be discussed by the judging panel to determine the successful applicants as well as reserves.

Successful applicants will be given a conditional offer of funding. This will be dependent on the timely signing of an offer letter agreeing to the grant scheme's terms and conditions and providing valid bank account details for grant payment.

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## Terms and Conditions

**Please ensure that you read and agree with all of the terms and conditions for the Big Biology Day grant listed below before submitting your application:**

1. The Royal Society of Biology (RSB) 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 a Big Biology Day as outlined in your application and this event can be held at any time after receiving confirmation of application success until 30th September 2020.
3. We must be informed of any significant changes to the funding and delivery of your planned event at any point in the application process or in the run up to or during the event.
4. You will acknowledge the RSB as a supporter of the event 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 but the RSB is free to use any such intellectual property rights.
7. As the event involves working with children, young people and or vulnerable adults, you must take all reasonable steps to ensure their safety and follow the RSB's Safeguarding Policy.
8. We will pay the grant amount by bank transfer (BACS) into a bank account or building society account in your name. We will not be retrospectively offering money for your Big Biology Day event.

9. If you are applying for funding to *partially* cover the costs of your Big Biology Day event, the other funders and their financial support must already be confirmed and these details must be declared in your application.
  10. You must send across all relevant documentation to the RSB including risk assessments, post event report and evaluation as well as all scanned receipts.
  11. You will complete a final report on the event and return all completed details to us no later than two months following your event.
  12. The RSB will have copyright of the post event report and the right to edit and publish any of its content through any of its communication channels or in its magazine, *The Biologist*.
  13. The RSB will pass on successful applicants' contact details (name, affiliation and email address) and details of the event to the committee of the appropriate RSB regional branch.
  14. The RSB will pass on successful applicants' contact details (name, affiliation and email address) and details of the event to confirmed RSB anniversary year sponsors.
  15. You must adhere to the RSB's Health and Safety policy by completing a [risk assessment](#) for the event and ensure adequate training is provided where required. Grant holders must also adhere to any local health and safety guidance or policies put in place at the venue where the Big Biology Day event is being held.
  16. The Big Biology Day event run as a result of funding from this grant scheme is not covered by the RSB's Public Liability Insurance. You will need to make your own arrangements for Public Liability Insurance cover for your event.
  17. The lead applicant must be aged 18 years old or over.
  18. We are not able to provide feedback to unsuccessful applicants.
  19. The grant reviewers' decision is final and unsuccessful applications cannot be resubmitted. However, applications are welcome for other RSB grants.
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## Policies

### Safeguarding Children policy

This policy follows the guidance given by the Charity Commission (Safeguarding Children, March 2009 1) and adheres to all relevant statutory requirements. This policy acts as the Society's Child Protection Policy. In this policy, 'child'/'children' means people aged up to 18. The Society is committed to safeguarding children from harm. The Society's staff, Trustees and volunteers uphold the position that the welfare of the child is paramount and that all children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs. Any concerns and allegations of abuse will be responded to swiftly and with sensitivity (this may require a referral to children's services or in an emergency, the Police).

### Data Protection and Photography

Children's contact details and images will be treated with respect. They will be used only by staff who have a legitimate need to do so. Approval will be sought from the parents/guardians before any images are used publically or for PR purposes. Children and their parents can ask for data which identifies them/their children to be deleted at any time.

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## Contact us

If you have any questions regarding the Big Biology Day grant, including eligibility queries or you are unsure what a particular question means, please contact us at:

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

Phone: 020 3925 3440