

Regional Grant Scheme 2016

Guidance Notes for Applicants

The Royal Society of Biology is offering regional grants (up to £500) to run biology events across the UK. The aim of the grant scheme is to increase our reach with a particular focus on generating activity in areas where we have traditionally had less of a presence. 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 Regional Coordinator, regions@rsb.org.uk, to discuss your ideas for proposed events.

You can download an application form from our [website](#). All completed applications must be submitted by **Monday 18th January 2016**, with proposed events starting no earlier than **1st March 2016**. All events must be completed by 31st December 2016.

Contact

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Royal Society of Biology

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The Royal Society of Biology is a single unified voice for biology: advising Government and influencing [policy](#); advancing [education](#) and [professional development](#); supporting our members, and engaging and encouraging [public interest](#) in the life sciences. The Society represents a diverse [membership](#) of individuals, learned societies and other organisations. Individual members include practising scientists, students at all levels, professionals in academia, industry and education, and non-professionals with an interest in biology.

Regional activity

There are [17 branches](#) of the Royal Society of Biology, each with their own voluntary committees that represent the Society at a local level and help it to complete its goals and objectives regionally. A large part of the branch committees' work includes delivering events and activities for our members and the general public throughout the UK.

Regional grant scheme

In addition to the work of the branches, the regional grant scheme is designed to increase the Society's regional activity, by enabling any of our 15 500+ individual members across the UK to apply for up to £500 to deliver a one off event or series of events in their area. If you have an idea for an event, we would love to hear from you.

Why organise an event?

- An opportunity to put on an event under the banner of the Royal Society of Biology.
- Useful experience for students and for career development
- An opportunity for collaboration with other organisations, including local Society branches
- The opportunity to promote an aspect of biology of your choice to members and the general public in your area
- Receive support and advice from the Royal Society of Biology public engagement team
- CPD points associated with successful grant applications and event delivery





Who can apply?

Our grant scheme is designed to be freely accessible to all our members, encouraging a variety of event ideas, however, please pay attention to the following information:

The following restrictions apply to applications:

You must be an individual member of the Royal Society of Biology

This includes all members, at any grade. We also welcome applications from those who are awaiting election (elections happen quarterly). Visit our [website](#) to find out how to become a member (for as little as £15 a year), or contact our [Membership Marketing Manager](#).

You must be over 18 years old to apply

However, we will accept joint applications (see below) from individual members under 18 with an older member, who will be ultimately responsible for delivery of the event.

The event must be non-commercial

We will only consider applications that are non-commercial and not for profit. Any excess funds following the event must be returned to the Royal Society of Biology. Additionally, events run must not be in direct association with a commercial organisation.

Applicants can be part of any biology related organisation

However, all events run through the grant scheme must be Royal Society of Biology events and be branded and advertised as such, unless we are part funding an event, in which case we would expect branding to be proportional to the financial contribution.

Joint applications are allowed

An application made by more than one applicant is permitted, and in fact encouraged. However, one applicant must be nominated as the main contact and ultimately responsible for delivery of the event. The names of all main organisers should be included in your application form.

We will part fund events

We are happy to part fund larger events so long as proof can be provided of additional funds having been secured before you make your application with us. We would expect Royal Society of Biology branding to be used at the event and in all promotional material, in proportion to our financial contribution to the event.

We will only fund school events if they involve collaboration

Teachers can apply for funds to run events for their students, but these must involve collaboration with either another school, another biological organisation, or include an aspect of public engagement.

Please contact Jane Magill, on the contact details above, if you are still unsure as to whether you are eligible to apply, or your proposed event is appropriate.



What will we fund?

We hope to fund a number of events, and invite you to apply for between **£50 and £500** towards the cost of your event/activity.

In each funding round, we have two funding categories, with the total funds available being split between the two, enabling us to increase the number of projects we can help fund.

- **Small Grant** - Grants of up to **£200**, intended for smaller projects, one-off events, or the final injection of funding required to make an event possible. These are ideal for BioSocs, PhD students, undergraduates, or those putting an event on for the first time.
- **Full Grant** - between **£201 - £500** for larger events, or a series of events that requires a greater amount of funding.

Please note that anyone can apply for either of the grants above, however, we will be able to fund a larger number of smaller grants. Please specify which grant category you are applying for in your application.

If you are applying for a grant that does not cover the full cost of your event, you must have secured the necessary additional funds before submitting your application, and provide evidence of this if your application is successful. **Extending our regional presence** is a big focus of the grant scheme so we are keen to receive applications and give priority to areas where there has traditionally been less activity.

Event outputs

We wish to encourage public engagement events and particularly those in areas where we have traditionally had less of a presence. All successful events must have proposed outputs in line with at least one of the aims and objectives of the Royal Society of Biology including:

- Education and the increased public understanding of, and engagement with, the biological sciences
- Engaging members and the general public with current developments in biology
- Encouraging the exchange of ideas and information between biologists from different fields of expertise and areas of employment, and/or between biologists and those working in other sciences, technology, engineering and mathematics networks (STEM), and non-STEM fields
- Enhancing the professional status of bioscientists, thereby encouraging young people who aspire to become professional biologists
- Assisting the Society in recruitment of members
- Collaborating with other local groups, [Member Organisations](#) and sister Societies

All events that promote biology, and engage people with subjects in the life sciences, their study or application, will be considered. How the event is delivered, its style, content and target audience is up to you and **we welcome innovative and creative approaches**.

We are particularly keen to fund public engagement and outreach events, but events with a focus on membership engagement will also be considered if they score well against other assessment criteria and their benefits are clearly outlined. However, all events **must be open to the general public** (with the exception of collaborative school events- see page 3).

We are also happy to fund **multiple events**, as long as we are confident that they can be delivered within the proposed budget and they have a coherent theme connecting them.

All reasonable costs associated with planned events and activities will be considered, where clearly justified. See [Event Ideas](#), below for ideas of the type of event you could run.

Example 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 events and activities (projectors, lab equipment, microscopes, reference books & guides etc.).
- Speaker or presenter costs
- Travel costs

Commitment to event delivery

Grants will be allocated under the strict agreement that there is a commitment to delivering an event or series of events. Grants that involve the acquisition of non-consumable equipment and resources should be justified with evidence of their long term benefit and impact.



Event Ideas

If you would like to run an event, but are looking for an idea, the list of ideas below might give you inspiration. Alternatively, download our [guide to running a successful local event](#), view previously successful [event ideas](#), or contact Jane Magill (contact details on front page) to discuss possibilities.

If you are a university student or school teacher, you might like to try...

- [21st Century BioChallenges activity kits](#)
- Science busking
- [Biology quiz](#)
- Biology career 'speed dating'
- Meet the scientist careers event
- Talks, university visits or workshops for local schools
- Theatre productions that communicate biology and ethics issues of current research
- [Big Biology Day](#) / mini science festival in a biology department
- Debate event involving different university departments

If you're part of another biology/community organisation, you could try...

- Having a presence at a science festival, directly engaging with the general public through hands-on biology activities and discussions. Useful links - [21st Century BioChallenges activity kits](#), [SB hands on biology](#); [BSA hands on biology](#); [Teaching Ideas resources](#); [OPAL resources](#)
- Workshops or training events
- Guided walks / tours – you could open up your organisation to the public, or organise a visit to a local lab, site of scientific interest or natural beauty

- Conservation work – you could organise ecological surveying, such as in the form of a [Bioblitz](#), a conservation work party, or any other activity that engages people with biology while directly aiding in conservation
- Citizen science - if you have an idea for a citizen science project with a regional focus relevant to your organisation, we can help fund this. Examples:

[Starling survey](#)

[Spider in da house](#)

[Flying ant survey](#)

[Other citizen science surveys](#)

Events with a focus on Royal Society of Biology member engagement

- Networking events – rather than just organise a social, we would encourage creative and dynamic networking events that will stimulate participation of a wide range of members and non-members in the area
- Forums / symposiums - if there is an important biology issue, particularly one with local relevance, an open forum or symposium with talks and discussion on the issue would be a great way of sharing ideas on the subject
- Field trips / site visits – if there is an area or site of biological importance in the locality, then a guided visit would be a good way of engaging members
- Lecture from a speaker on a salient and timely topic in the life sciences



Application procedure

The deadline for receiving completed applications for grant funding is **Monday 18th January 2016**. An email will be sent to confirm receipt of your application. Any incomplete applications will be returned, with a request for the missing information. Applications received after the closing date will not be considered.

Assessment of applications will not take place before the deadline has passed. Applications will be circulated to members of the funding panel and scored against assessment criteria, including:

- Potential to engage with the general public
- Overall clarity of proposal
- Potential to engage with Royal Society of Biology members
- Promotion of Royal Society of Biology [aims and objectives](#)
- Duration of outputs and/or benefits to the Society
- Feasibility of successfully delivering the event
- Realistic and well thought out budget, and value for money
- Scientific content
- Partnership work / collaboration potential
- Creativity and innovative approach

Applications with the highest scores will be discussed at a meeting of the funding assessment panel in February/March, to determine a final list of successful applicants and a list of reserves. All applicants will receive a decision by no later than **Monday 15th February**.

Successful applicants will be given a conditional offer of funding, dependent upon proof of bank account. We will need to see a copy of a recent bank statement (within the last three months), or a cheque or a paying-in book for the relevant account, showing the bank's name and address.

Following receipt of the required documentation, arrangements will be made to transfer funds directly into a bank account.

All planned events must not start before **1st March 2016**, and must be completed by **31st December 2016**

Regional branches

A condition of the grant is that grant scheme recipients' contact details and details of their event 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.

Grant scheme timetable

20 November 2015	Regional grant scheme open to applications
18 January 2016	Deadline for applications
15 February 2016	All successful and unsuccessful applicants informed by this date
1 March–31 December 2016	Events and activities delivered



How to apply

Download the application form from our [website](#) and return the completed application by email to regions@rsb.org.uk by **Monday 18th January 2016**.

Please read these guidance notes carefully to ensure your proposed event is appropriate and that you are eligible to apply. If you wish to check your project idea is suitable before starting your application, get in touch using the contact details on the front of this document.

You must complete all parts of the application form and must answer all questions. Please make your answers clear and easy to read and include everything you think is relevant to your application. An example application is provided at the end of these guidance notes. If you have any questions or are unsure what a particular question means, please contact us.



After the event

Monitoring and evaluation

It is important to measure how successful the events run by our grant scheme have been, and also evaluate the regional grant scheme procedure. Grant recipients will be asked to complete a report form following completion of their event. This will involve an evaluation of the application procedure, planning and delivery of their event, as well as the event outputs. We will also require details of how all money has

been spent. Other forms of evaluation are also encouraged. Please contact us if you would like advice on evaluating your event.

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 will need to be returned to the Royal Society of Biology.



Terms and Conditions

1. The grant must be used exclusively for the event(s) outlined in your application and the Royal Society of Biology retains the right to request repayment of the grant immediately if you are in breach of this or of any of the terms below. It is important that we are also informed of any significant changes to the funding and delivery of your planned event(s).
2. You will acknowledge publicly the grant, the Royal Society of Biology where appropriate, including in any documents published by you that refer to the event(s) and you will follow branding and publicity guidelines at all times. You shall retain and own any intellectual property rights (including copyright and design rights) arising out of, or connected to, the event(s) but the Royal Society of Biology is free to use any such intellectual property rights as we deem necessary.
3. If the event(s) 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](#).
4. We will pay the grant by bank transfer (BACS) into a UK bank account or building society account in your name.
5. You will keep receipts of payments made to meet the costs of your event for at least 1 year after the end of your event. The Royal Society of Biology has the right to request copies of these at any time for auditing purposes during this period.
6. You will complete a final report on the project using the form we send to you. The Royal Society of Biology has copyright of this report and the right to publish content online or in its magazine, *The Biologist*.
7. The Royal Society of Biology will pass on successful applicants' contact details (email address) and details of the event to the committee of the appropriate regional branch of the Royal Society of Biology.
8. Applicants must adhere to the Society's Health and Safety policy by completing a risk assessment for the event(s) and ensure adequate training is provided where required.