The application process should be quick and easy and the accompanying [guidance notes](http://www.rsb.org.uk/get-involved/grants/regional-grant-scheme) provide full details, hints and tips that will help you with your application. If you have any questions, or would like to discuss whether your proposal is eligible for funding, please feel free to contact us using the details below.

Once you have completed the form, check that you have answered every question. Please also ensure that you are able to comply with our terms and conditions if your application is successful. These can be found on our guidance documentation, which you can download from our website, or we can send them to you upon request.

When you are happy with your application, send a completed copy of this form by email to Jane Magill regions@rsb.org.uk. If you do not have access to an email account, please telephone us to discuss alternatives. Remember to keep a copy of the application for yourself, in case we need to contact you with questions.

Your contact for all enquiries is:

Jane Magill, Regional Coordinator, Royal Society of Biology

Direct tel. 07885 914212

Email regions@rsb.org.uk

**About you**

If this is a joint application, involving more than one applicant, please enter contact information for the lead applicant only.

Full name(s) including title:

Email address:

**Details of event(s) or activities for which you are applying for funding**

Full address (incl. postcode). This can be a work or home address but it would be helpful if it was the same address as your bank account:

Telephone number (office hours):

Mobile number (if different to office hours number)

Please check the eligibility criteria and application guidelines to ensure the event or activity you propose meets the objectives of this grant scheme.

Have you previously applied to the Royal Society of Biology Regional Grant scheme or Regional Grant Scheme for Scotland? If yes, please give date of application, title of event and whether or not you were successful.

**Are you applying for a small or full grant?**

Small (£50 - £200) Full (£201- £500)

**Event title:** Please give a short title for the project/activity that you wish us to fund (max 15 words):

**Please tell us about your target audience (Please tick all that apply)**

**Please tell us about your target audience (mark all that apply)**

|  |  |
| --- | --- |
| **Royal Society of Biology Members** |   |
| **Academics/ researchers/ scientists** |   |
| **Families** |   |
| **School pupils (Primary)\*** |   |
| **School pupils (Secondary)\*** |   |
| **School teachers (Primary)\*** |   |
| **School teachers (Secondary)\*** |   |
| **Sixth Form students\*** |   |
| **University Students (undergraduate)** |   |
| **Postgraduate students** |   |
| **Children outside of school** |   |
| **Pre-school children** |   |
| **Elderly people** |   |
| **Professionals** |   |
| **Science communicators** |   |
| **Other (please specify):**  |

**\****Please note conditions in our* [*guidance notes*](http://www.rsb.org.uk/get-involved/grants/regional-grant-scheme) *on planned school events*

**What are the proposed date(s) and location(s) of your activities or event(s)?**

The start date can be no earlier than 1st March 2016.

The end date can be no later than 31st December 2016

### Please give a short description of your event or activity.

### Include background information and scientific content, what you will do and how you will do it, how it is relevant for the target audience and how it contributes to the Royal Society of Biology’s vision, mission and values. See: <http://www.rsb.org.uk/about-us> Please provide details of any other members or organisations involved in the event and their role. (Maximum 500 words)

**Delivering your event(s)**

**How much will your event(s) or activities cost to run in total?**

£

Does the Regional Grant Scheme cover the full amount you require? (Note maximum you can apply for is £500).

**Yes No**

**If no**, how much extra funding is needed, and how will you obtain this funding? If the grant does not cover the whole cost of your project, you must already have secured the extra funds before submitting this application.

**Where will your event(s) or activities take place? (please provide a postcode if possible)**

**How will you promote your event(s) or activities to your target audience?**

**Please provide a breakdown of your total project costs.** Ensure that you detail all costs associated with the project as accurately as possible, even if you are only applying for part of this cost through this application.

|  |  |  |
| --- | --- | --- |
| **Description of item or activity** | **Total cost****(£)** | **Amount requested from Regional Grant Scheme (£)** |
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| **TOTAL** |  |  |

**Print Name:**

**Signed:**

**Date:**

Grant applications will not be reviewed until after the application deadline has passed, but all applicants will receive notification that their application has been received.