

Biology Week Outreach and Engagement grant scheme 2019

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.