

# Regional Grant Scheme 2018

## Guidance Notes for Applicants

The Royal Society of Biology is offering regional grants (up to £500) for members to run biology events and activities. 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 coordinators, [regions@rsb.org.uk](mailto:regions@rsb.org.uk), to discuss your eligibility and ideas for proposed events.

You can you [download an application form](#) from our website. All applications must be submitted by **31<sup>st</sup> October 2017**, with proposed events starting no earlier than **1<sup>st</sup> January 2018**. All events must be completed by 31<sup>st</sup> December 2018. For this grant scheme priority will be given to applications for events outside Biology Week 2018. There will be a second grant scheme, opening in March 2018, for events during Biology week 2018.

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## Contact

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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 grant scheme

There are [19 branches](#) of the Royal Society of Biology, each with their own voluntary committees that represent the Society at a local level deliver events and activities for our members and the general public throughout the UK and worldwide.

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 17,000+ individual members 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 open to our members, with the following restrictions:

**You must be an individual member of the Royal Society of Biology, or you must have applied for membership and are waiting election.**

This includes all members, at any grade, based in any country.

### **RSB branches are not eligible**

Please note that the grant scheme is for individual members and applications for RSB branch events are not eligible. There is a separate funding scheme for branch events.

### **Repeat applications**

We will consider applications from members who have previously applied for 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 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.

## **What will we fund?**

We hope to fund a number of events, and invite you to apply up to **£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**

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.

#### **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.

#### **Application procedure**

The deadline for receiving completed applications for grant funding is **31<sup>st</sup> October 2017**. 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 November, to determine a final list of successful applicants and a list of reserves.

Successful applicants will be given a conditional offer of funding, dependent signing an offer letter agreeing the grant terms and conditions and providing bank account details. All planned events must not start before **1<sup>st</sup> January 2018**, and must be completed by **31<sup>st</sup> December 2018**.

### 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

1 September 2017	Regional grant scheme open to applications
31 October 2017	Deadline for applications
9 December 2017	All successful and unsuccessful applicants informed by this date
16 December 2017	Grant offer forms signed and returned by this date
1 January – 31 December 2018	Events and activities delivered
31 December 2018	Final grant reports submitted

### How to apply

[Download an application form](#) from our website and return the completed application by email to [regions@rsb.org.uk](mailto:regions@rsb.org.uk) by **31<sup>st</sup> October 2017**.

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 a description of the planning and delivery and evaluation of the event, as well as the event outputs. We will also require details of how all money has been spent. Some resources for event evaluation are available on our [regional resources](#) page but other forms of evaluation are 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 follow 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 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 and return within one month of the event date. The Royal Society of Biology has copyright of this report and the right to publish content and accompanying photographs 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.