**Grants for public engagement events taking place during Biology Week, 6th - 14th October 2018**

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. Please note that RSB regional branch events are not eligible for funding from this grant scheme. If you have any questions, 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 notes](http://www.rsb.org.uk/get-involved/grants/regional-grant-scheme), which you can download from our website.

Email completed application forms to regions@rsb.org.uk

**The deadline for applications is 30th April 2018**. 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 who must be an RSB member.

Full name of RSB member applicant including title:

Royal Society of Biology Membership Number:

**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):

Email address:

Please check the eligibility criteria in the [guidance notes](http://www.rsb.org.uk/get-involved/grants/regional-grant-scheme) 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. **Please note that all previous grant reports must be completed before new funding can be awarded. Resubmissions of previously rejected applications will not be accepted.**

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

Small (up to £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 event presenters and target audience**

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| --- | --- | --- |
| **Target audience** | **Estimated number of presenters**  | **Estimated number of attendees** |
| Royal Society of Biology members |   |  |
| Families |   |  |
| Adults (state target age group if appropriate) |   |  |
| School pupils (Primary)\* |   |  |
| School pupils (Secondary)\* |   |  |
| Children out of school (state target age group) |   |  |
| Students in FE/HE |   |  |
| Postgraduate students |   |  |
| Professional scientists |   |  |
| Other (please specify):  |  |  |
| **Total** |  |  |

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

**What are the proposed date(s) and regions (e.g. town, county, country) of your event(s)?**

Events **must** take place during Biology Week, Saturday 6th - Sunday 14th October 2018

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

### What you will do, 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: [www.rsb.org.uk/about-us](http://www.rsb.org.uk/about-us)

### Please include brief background information and an explanation of scientific content as appropriate.

### Please include 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 the maximum you can apply for is £500).

**Yes No**

**If no**, please explain how will you obtain this extra funding? If the grant does not cover the whole cost of your project, you must already have secured the extra funds before funds will be awarded.

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 include details of how you will acknowledge the funding from the RSB and use any RSB materials and resources, e.g. where the RSB will be mentioned, where the RSB logo will be used?

**Please provide a detailed breakdown of your total project costs**. Ensure that you include **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:**

**The deadline for applications is 30th April 2018**

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.