**Big Biology Day Grant Scheme 2019**

**Application Questions**

October 2019 to September 2020 is a milestone year for the Royal Society of Biology (RSB). It marks the organisation’s 10th anniversary and 40 years of being granted a Royal Charter and will be celebrated with a suite of exciting new events and initiatives.

This includes offering 10 Big Biology Day grants of £500 each to run a one-day science festival that celebrates the life sciences and engages the public and families with an array of outreach activities.

The grant application form can be accessed by logging in or registering to the RSB’s online portal, [mySociety](https://my.rsb.org.uk/). The application questions have also been reproduced on this word document for your information.

\* required question

Your event

**1. If applicable, what is your affiliation?** \*

Maximum 30 words. This is the name of the current company, school or university you are associated with.

**2. What is the name of the town, city and country in which you wish to run your Big Biology Day event?**

Name of town, city and country \*

Maximum 10 words. This will form the name of your event e.g. Big Biology Day London.

**3. When are you planning to run your Big Biology Day?**

Dates \*

yyyy-mm-dd

The event must occur within the RSB's anniversary year which is from October 2019 to September 2020.

**4. Who is your proposed target audience?**\*

Maximum 200 words. Include details on who you are planning to attract, their age ranges and why they would benefit from your event.

Venue

**5. Proposed venue**\*

Maximum 50 words. Please include: the venue's full address and postcode.

**6. Please give a description of the proposed venue**\*

Maximum 200 words. Please include details such as the closest public transport links, how many rooms will be available to you, any outdoor spaces included etc.

**7. Have you already secured the venue for your chosen date?** \*

Yes / No

**8. What accessibility features does this venue have?**

Accessibility \*

Maximum 100 words. E.g. does the venue have operating lifts or a wheelchair ramp installed?

Exhibitors

**9. How many exhibitors do you want at your event?**

Number of exhibitors \*

**10. Which exhibitors do you wish to invite to your event?**

Potential participants \*

Maximum 200 words. This could include bioscience companies, local universities, schools and colleges.

**11. What additional activities or events will be taking place at your event?** \*

Maximum 200 words.

Event Delivery

**12. How will you promote your event to your target audience?**

Promotional plans \*

Maximum 150 words. E.g. through local school mailing lists, or distributing hard copies of posters locally.

**13. How many volunteers do you envision you will need to deliver this event?**

Number of volunteers \*

**14. How will you recruit volunteers?** \*

Maximum 150 words.

**15. What will the volunteers’ roles entail?** \*

Maximum 150 words.

**16. Please provide a broad timeline of how you propose to deliver this event.** \*

Please include details of exhibitor recruitment, event promotion, venue preparation and set up, event delivery, event completion and any follow up.

**17. Please provide a description of your role in delivering the event on the day.** \*

Maximum 150 words.

Event Evaluation

**18. What metrics will you be using to determine if your event is a success?** \*

Maximum 150 words. E.g. number of visitors, number of exhibitors, social media targets.

**19. Please describe how you intend to evaluate your event.**

Event evaluation \*

Maximum 150 words.

Funding

**20. Please provide a breakdown of how you will spend this grant on event delivery**

Breakdown of grant spending \*

**21. Have you secured any additional funding or sponsorship for the delivery of this event?**

Additional funding \*

Yes / No

Please note: you must have already secured these additional funds to be eligible for further funding through the RSB's Big Biology Day grant.

**22. If yes, who is providing this funding and how much are they contributing?**

Additional funding

Please detail where this additional funding has been sourced, including: contact’s name, full address and amount contributed.

Further information

**23. If your application is successful, would you be interested in attending an "Organising a Big Biology Day" training workshop (UK only)?**

Organisers training day

Yes / No

**24. If your application is successful, would you be interested in receiving advice from an RSB consultant who is experienced in running Big Biology Days?**

Guidance from an RSB consultant \*

Yes / No

**25. If your application is successful, would you be happy for us to put you in contact with the relevant RSB branch (if applicable) for further help and support?**

RSB branch contact \*

Yes / No

Terms and conditions

**26. You must agree to the terms and conditions of the Big Biology Day grant which can be found in the guidance document.**

Acceptance of terms and conditions \*

Yes / No

**27. You must agree to the RSB's safeguarding children, data protection and photography policies which can be found in the guidance document.**

Acceptance of policies \*

Yes / No

**End of questions**