British Science Week 2017 BSA Branches Grants

British Science Week (BSW) is an annual celebration of science, technology, engineering and maths that is coordinated by the British Science Association (BSA) and funded by the Department for Business, Energy and Industrial Strategy (BEIS). BEIS are providing funds to distribute grants of £300-1000 to BSA branches. The mission of the grant scheme is to support our volunteer branches in taking part in our national celebration by running local events during BSW 2017 (10-19 March).

For BSW 2017, there are two levels of grants that BSA branches can apply for:

1. **Up to £500 grants** for your branch to run one or more events during BSW, targeting audiences you usually engage with.

2. **Up to £1000 grants** for your branch to host one or more science events during BSW which involve the local community, particularly those who do not usually engage with science activity. The community can comprise of families/carers, members of local community groups, local businesses and local press. Some of the requested funding can be used for follow-up activities that will lead to continued engagement after BSW.

**What are the criteria?**

In order to be eligible, a branch must fulfil the following criteria:

- branches over a year old must have submitted two consecutive quarterly reports to date. New branches must have submitted at least one quarterly report.

- your event must raise the profile of BSW in your community.

**Our priorities**

We will prioritise applications that demonstrate a fit with the BSA’s goal of making science a fundamental part of culture, e.g.

- your event is embedded in your local community

- your event showcases science’s role in everyday life or challenges the idea that science is separate from culture

- your event will have legacy, providing a way for those involved to continue their engagement with science.

We will also prioritise grants for events that target groups who are traditionally underrepresented and currently not engaged in science activity. Our definition of groups that are underrepresented in science includes:
• people who are Black Asian Minority Ethnic (BAME)
• people with low socio economic status (SES)
• young people with anti-social behaviour, including those not in education, employment or training (NEET)
• people with a disability, defined as a physical or mental impairment that has a substantial and long-term effect on someone’s ability to do normal daily activities (Equalities Act 2010)
• girls and women
• people living in a remote and rural location (settlements of less than 10,000 people with a drive time of over 30 minutes to a settlement of 10,000 or more).

What can the grant money be spent on?
Grant money can be used for room hire, publicity, speakers, trainers, outreach shows, freelancers, AV hire, reasonable volunteer expenses, transport or other costs of activities or events celebrating BSW.
Grant money cannot be spent on large competition prizes, large non-consumable equipment (e.g., microscopes or computers), on-going salary costs, costs that are already covered by other funding, general running costs and overheads that are paid for by other income. The majority of the grant cannot be spent on refreshments.

What will we ask for in your application?
You will be asked to provide the following information in your application:
• event details (i.e., date, time, location). Please note, you do not need all the final details of your event at the time of applying – please just provide your best estimate of your event details.
• a general description of the event (300 words maximum)
• a description of your event objectives (300 words maximum). If applying for a larger grant of over £500, these should include the audiences your event will target and how you will ensure their engagement
• a rough outline (ideally in bullet points) of costs associated with the event and how the grant money will be used

Deadlines and payments
The deadline for applications is Monday, 21 November 2016, at 5pm.
Applicants will be notified of the outcome of their application by email in mid-December. If successful, payment of the grant will be made directly into a nominated bank account. Payments will be made in late December 2016 or early January 2017.
If your branch wishes to book speakers, presenters or venues in advance of knowing the outcome of their application and require additional funding to do this, then they can either:
a) Provisionally book the speaker and either cancel or make the payment on notification of their application outcome.

b) Put a deposit down or pay for the speaker but risk not being successful in their application.

c) Wait until notification of the application outcome to book.

Please note that the British Science Association is not liable for any lost deposits or payments for speakers.

**Conditions of the grant**

By applying for the grant, you are agreeing to the following conditions:

- your event(s) (or at least one of your events if you’re applying for a larger grant of over £500) must fall within British Science Week 2017 (10-19 March)
- you must complete a short feedback form (provided by the BSA) after BSW
- you must distribute a short feedback form (provided by the BSA) to your event participants and return these forms to BSA head office after the event.
- BSW, BEIS and the BSA must be correctly acknowledged in any press releases (please contact the BSA for additional information)
- the BSW logo must be used on any marketing materials produced, either in print or online. Downloadable logos can be found here.

If for whatever reason you are not able to run an event within BSW 2017, the grant money will have to be returned to the BSA.

If the feedback forms are not completed or if your event differs greatly to the event specified in your application, the BSA reserves the right to ask for the funding to be returned.

For these reasons, please ensure you have contingency plans in case of illness or unforeseen circumstances.

**How to apply**

All applications can be made online via the BSW event registration form: www.britishscienceweek.org/register.

When completing the application form, please ensure that all email addresses and telephone numbers given are correct. As we will communicate with you primarily by email, please ensure you give an email address that is checked regularly by the person who applies for the grant.

If you have any questions regarding the application procedure or any aspect of the BSW Branch Grants, please email regions@britishscienceassociation.org.