

British Science Week 2018 Branches Grant Guidelines

British Science Week 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 for new audiences during British Science Week 2018 (9-18 March).

For British Science Week 2018, BSA branches can apply for **up to £1000** to run one or more science events during British Science Week. **Priority will be given to proposals that will engage local communities who do not usually engage with science activity.** For guidance on developing and delivering these types of events/projects, please see our [community connecting guide](#). Some of the requested funding can be used for follow-up activities that will lead to continued engagement after British Science Week.

What are the criteria?

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

- Branches over a year old must have met the branch minimum requirements over the past six months, including submitting the past two consecutive quarterly reports to date.
- Branches less than a year old must be on track to meet the minimum requirements and must have submitted at least one quarterly report.

Our priorities are events that strongly fit with the British Science Association's vision of making science a fundamental part of culture. These include events that:

- are embedded in your local community, where community members are involved in some aspect of the planning or delivery of the event
- showcase science's role in everyday life, or challenges the idea that science is separate from culture
- support participants transitioning from "disinterested" to "interested" or from "interested" to "engaged" (please see the BSA's [Audience Segmentation Map](#) for reference).

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), including people disadvantaged in terms of education and income
- young people facing adversity, 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](#))
- people living in a remote and rural location, defined as settlements of less than 10,000 people
- girls and women

What can the grant money be spent on?

Grant money can be used for materials, room hire, publicity, speakers, trainers, freelancers, AV hire, reasonable volunteer expenses, transport or other costs of activities or events celebrating British Science Week.

Grant money **cannot** be spent on large competition prizes, large non-consumable equipment (e.g., purchasing microscopes or computers), salary costs, and costs that are already covered by other funding. More than half 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:

- 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 budget 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, 13 November 2017 at noon**.

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 the branch account. Payments will be made into branch accounts in late December 2017 or early January 2018.

If your branch wishes to start planning your event in advance of knowing the outcome of your application and requires funding to do this, please note that the British Science Association is not liable for any lost deposits or payments if your grant application is unsuccessful.

Conditions of the grant

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

- Your event (or at least one of your events if you're applying for a larger grant of over £500) must fall within British Science Week 2018 (9-18 March)
- You must complete an online organiser feedback survey (provided by the British Science Association) after British Science Week
- You must distribute a short feedback form (provided by the British Science Association) to your event participants and return these forms to British Science Association head office after the event
- British Science Week, BEIS and the British Science Association must be correctly acknowledged in any press releases (please contact the British Science Association for additional information)
- In addition to your BSA branch logo, the British Science Week 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 British Science Week 2018, the grant money will have to be returned to the BSA. For these reasons, please ensure you have contingency plans in case of illness or unforeseen circumstances.

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.

How to apply

All applications can be made online via the British Science Week grant application form:
www.britishscienceweek.org/apply-for-a-grant.

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 British Science Week Branch Grants, please email regions@britishscienceassociation.org.

British Science Week is run by the British Science Association

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