

British Science Week is an annual celebration of science, technology, engineering and maths that is coordinated by the British Science Association and funded by the Department for Business, Energy and Industrial Strategy (BEIS). BEIS are providing funds to distribute grants of £500-1000 to community groups/organisations to run events for British Science Week 2018 (9-18 March).

The mission of the grant scheme is to expand the audiences that engage with science and self-identify as having an interest in science by empowering and supporting community groups to run their own science activities during British Science Week.

For British Science Week 2018, there are two levels of grants that community groups can apply for:

1. **£500 grants** to run one or more events during British Science Week
2. **Up to £1000 grants** to run one or more events during British Science Week, as well as follow-up activities that will lead to continued engagement after British Science Week.

### What are the criteria?

To be eligible for the grant, you must represent a community-based group or organisation that works directly with audiences 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

Please note, community grants **cannot be used for events or activities with school groups unless they are a special needs school**. For school activities, the schools themselves, if they meet the eligibility criteria, should apply for our [Kick Start Grants](#).

**Our priorities**, particularly for grants of up to £1000, 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
- leave a legacy, providing a way for those involved to continue their engagement with science after the event has ended.

To find out more about the British Science Association's vision, please visit our website:

[www.britishtscienceassociation.org/vision](http://www.britishtscienceassociation.org/vision).

## What type of event/activity could you run?

This grant scheme aims to recognise the expertise of community leaders in working with their local audiences, so we are keen to hear what activities you think would work best for engaging your audiences with science. If you're stuck for inspiration, though, you can read [case studies of previous grant recipients](#). In addition, here are a few examples of previously funded events to demonstrate the range of activities that we support:

- sports science sessions with football and rugby clubs
- community-created science exhibitions in places of worship, community gardens, libraries and pubs
- community-led research projects and experiments with youth clubs and groups with special needs
- scientifically-informed theatre productions and art activities
- scientist-led tours and nature walks.

You can also find activity resources and helpful how-to guides on the [BSW website](#), and you can connect with local science advisors, speakers and volunteers on [Science Live](#).

## What can the grant money be spent on?

Grant money can be used for materials, room hire, publicity, speakers, trainers, freelancers, project specific staff costs, 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), on-going salary costs, costs that are already covered by other funding, general running costs and overheads that are paid for by other income. More than half of the grant cannot be spent on refreshments or project specific staff costs.

## 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, including the audiences your event will target, how you are meeting their needs and how you will ensure their engagement (300 words maximum)
- a rough budget outline (ideally in bullet points) of costs associated with the event and how the grant money will be used
- details of the bank account into which the grant will be paid at the time of applying for the grant, including the **account name, number and sort code**.

Financial information is stored on a secure server and will only be used to pay successful grant applicants. Unused details will be deleted. Providing your account details at this stage allows us to pay successful grant applicants immediately, making it easier to organise events.

Please note, if the bank details supplied in your application are incorrect, this will significantly delay the payment of your grant and may result in the grant being withdrawn. **Please ensure that you have the correct bank account details before applying.**

## 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 a nominated bank account. Payments will be made in late December 2017 or early January 2018.

If you wish to start planning your event in advance of knowing the outcome of your application and require 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)
- 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 British Science Association.** 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 British Science Association 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](http://www.britishscienceweek.org/apply-for-a-grant).

When completing the application form, please ensure that all email addresses, telephone numbers and bank account details given are correct. Any mistakes in these will delay payment of the grant. 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.

We understand that this type of activity planning may be different or new to your remit of work. If so, do not hesitate to contact the British Science Week team if you have any questions regarding the application procedure or what type of activity might be suitable for your audience. Please email [bsw@britishscienceassociation.org](mailto:bsw@britishscienceassociation.org).

British Science Week is run by the British Science Association

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[www.britishscienceassociation.org](http://www.britishscienceassociation.org)

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