

## **British Science Week 2018 Kick Start 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-£700 to schools in challenging circumstances to run events during British Science Week 2018 (9-18 March). Kick Start grants are funded by the Department for Business, Energy & Industrial Strategy (BEIS) to support schools in challenging circumstances to organise STEM activities. The fund is open to schools in England, Wales, Scotland and Northern Ireland (including special schools, early years education providers and pupil referral units).

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

1. **Kick Start grant:** A grant of up to **£300** for your school to run an activity during British Science Week (BSW)
2. **Kick Start More grant:** A grant of up to **£700** for your school to host a science event or activity which involves your students and the local community. The community can comprise of families/carers, children at other schools, members of local community groups, local businesses and the local press.

### **What are the criteria?**

For both grants, eligible schools **must fulfil one or more of the following criteria:**

- over 30% of pupils eligible for pupil premium, early years pupil premium or equivalent
  - over 30% of pupils from Black, Asian or Minority Ethnic (BAME) backgrounds
  - be a small school based in a remote and rural location\*.
- \* Remote and rural schools are in postcodes listed as Rural under the government's Rural Urban classification system. You can look up your school's classification at [www.education.gov.uk/edubase](http://www.education.gov.uk/edubase)

**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:

- are embedded in your local community
- supports the idea that science is more than just a subject in school, by showcasing science's role in everyday life or challenging the idea that science is separate from culture
- is cross-curricular and involves teachers, professionals or organisations from outside science
- improves understanding of the range of careers studying STEM subjects can lead to
- encourages ongoing activities e.g. by launching a STEM club to do CREST Star or CREST Awards
- reaches students and/or members of the local community who do not usually participate in science events

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

There are no restrictions on the activities but they could include:

- activities from our [activity packs](#)
- activities during lesson time/assembly/lunch time/after school

- presentations from [invited speakers](#) on science and/or engineering topics.
- field trips to local science centres, museums or university science departments.
- student led interactive displays, demonstrations or investigations for parents or other schools
- busking displays run by students in public venues, such as a supermarket, park or high street
- fetes or family days
- mini festivals or science fairs

### **What can the grant money be spent on?**

Grant money can be used for CREST Awards entry fees, consumables, equipment, field trips, speakers, presenters, outreach shows 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). Your objectives should include how you will ensure the engagement of your target audience(s) and how your event meets the BSA's wider priorities.
- How much money you are applying for
- 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**. Providing your account details at this stage allows us to pay successful applicants immediately, making it easier to organise events.

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 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 event must be STEM related
- 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).

You can log in and update your application [www.britishscienceweek.org/my-account/](http://www.britishscienceweek.org/my-account/) up until the deadline of 12pm on Monday 13<sup>th</sup> November 2017

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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