The British Science Week (BSW) grant scheme for Scotland, funded by the Scottish Government, is designed to help Scottish schools and organisations celebrate BSW.

**Which grant should you apply for and what type of event/activity could you run?**

We provide funding of **£200 for schools** and **up to £350 for organisations** to help run an event or activity during BSW.

**£200 grants for schools activities**

Only schools should apply for this category of BSW grant. The activity concerned should:

- take place in school or be led by a teacher out of school (e.g. a visit to a science-related visitor attraction)
- be aimed at school pupils

School activity ideas can include:

- carousels of activities from our activity packs during lesson time/assembly/lunch time/after school – see our free activity packs (www.britishscienceweek.org/plan/activity-packs/)
- presentations from invited speakers on science and/or engineering topics – see our “Find a presenter” page (www.britishscienceweek.org/plan/find-a-presenter/)
- field trips to local science centres, museums or university science departments.
- quizzes between pupils, classes or even teachers – see our free quizzes (www.britishscienceweek.org/plan/quizzes/)

**Up to £350 for public activities**

This category is for non-school organisations (e.g. voluntary & community groups, museums and libraries) and will support activities that are for a public audience (i.e. not school-related).

Public activities can include, but are not limited to:

- fetes or family science days
- science doors-open days
- busking displays run in public venues, such as a supermarket, park or high street
- hands-on workshops
- mini festivals or science fairs
- debates and discussions with scientists
- events for school-age young people outside of school (e.g. events run by youth clubs, Scouts or Girl Guides).

**Please note:** This category cannot support outreach organisations that are touring to schools. Instead, the schools involved should seek funding in the schools category.
What are the selection criteria?

Our priorities
We will prioritise applications that demonstrate a fit with the British Science Association’s (BSA) 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 your event challenges the idea that science is separate from culture
- you provide a way for those involved in your event to get involved with other science activities from the BSA
- your event fits the BSA’s new vision in another way (our new vision is on our website here: www.britishscienceassociation.org/vision).

We are keen to support activities all across Scotland and will therefore prioritise applications from the following areas:

- the Highlands and Islands Enterprise ‘catchment area’ (See FAQ for details)
- Dumfries and Galloway and the Scottish Borders
- Local authority areas not hosting a science festival funded by the Scottish Government in 2015-16 (see FAQ for details).

We will also prioritise applications from schools in the top 15% of the Scottish Index of Multiple Deprivation, and those in areas rated as 5 or 6 on the Urban/Rural classification.

Unfortunately we cannot fund your activity if:

- your activity is already in receipt of funding from The Office of the Chief Scientific Advisor (OCSA) or science engagement grants

What can the grant money be spent on?
Grant money can be used for room hire, publicity, speakers, trainers, outreach shows, AV hire, reasonable volunteer expenses, transport or other costs of activities or events celebrating BSW.

Grant money cannot be spent on large competition prizes, 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.

Financial information
You will need the following information at the time of applying for the grant:

- Account details of the account into which the grant will be paid (school account or local authority account)
  - Account name
  - Account number
  - Sort code
  - If Local Authority account, you will also need your school reference number.
- A brief description of what the grant money will be used for.
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 details for your school or local authority before applying.

Bank details are 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.

Deadlines and payments

The deadline for applications is **Monday, 23 November 2015**.

Applicants will be notified of the outcome of their application by email in December 2015. If successful, payment of the grant will be made directly into the nominated bank account. Payments will be made in December 2015.

If schools wish to book speakers or presenters in advance of knowing the outcome of their application and require 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.

If schools are not able to secure a speaker at this time then an alternative event/speaker can be booked with agreement from the British Science Association.

Conditions of the grant

When applying for the BSW Scottish grant, you are asked to agree to the following conditions:

- The event must fall within BSW (11-20 March 2016)
- The event must be STEM (science, technology, engineering or mathematics) related
- The event must take place in Scotland
- A short evaluation form (provided by the BSA) **MUST** be completed after BSW
- The Scottish Government must be identified in all publicity material as one of the principal supporters of the event
- BSW, the Scottish Government and the British Science Association must be correctly acknowledged in any press releases sent out
- The BSW logo must be used on any marketing materials produced and comply with our design guidelines (see brand guidelines, http://www.britishscienceweek.org/plan/bsw-goodies/)
- Where appropriate, event organisers should use the branding and resource toolkit for the Year of Innovation, Architecture and Design in 2016, which will be available on the Visit Scotland website.
Please note, if for whatever reason you are not able to run an event within British Science Week, the grant money will have to be returned to the British Science Association.

If the evaluation report is 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 fund 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/event-registration.

Please note, you do not need all the final details of your event (e.g., exact date and time) – please just provide your best estimate of your event details.

When completing the application form please ensure that all email addresses, telephone numbers and bank 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.

If you have any questions regarding the application procedure or any aspect of the BSW Scottish Grant Scheme, please email bsw@britishscienceassociation.org.
**Scottish Grant | FAQs**

I’m a teacher working with a number of schools to put on a joint event. Can we all apply separately for a grant?
We can only pay one grant for each single event, so you can only submit a single application in the £200 School category.

I run a science outreach tour/take science shows into schools. I’m not a school, so can I apply for a £350 grant?
No, because your audience is school pupils. You could encourage the schools you plan to visit to apply for a grant. Alternatively, you could apply for a £350 grant if you were organising an event for a public audience (e.g. a family science day).

Which local authorities (LAs) comprise the Highlands and Islands Enterprise ‘catchment area’?
Shetland; Orkney; Outer Hebrides (Na h-Eileanan Siar); Highland; Moray; Argyll and Bute

Which areas have a science festival supported by the Scottish Government in 2015-16?
Orkney, Caithness, Inverness, Moray, Oban, Aberdeen, Dundee, Fife, Strathearn, Edinburgh, Midlothian, Dunbar, Glasgow, Ayrshire and Dumfries and Galloway.

I’m from a school – Can I also apply for a Kick-Start grant for schools in challenging circumstances?
Yes, we accept applications for both grant schemes. However, your school cannot be awarded both grants. If successful, you will either receive a grant from the Scottish fund or the Kick-Start fund.

Got more questions?
Email bsw@britishscienceassociation.org

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British Science Week is run by the British Science Association (BSA)
165 Queen’s Gate, London SW7 5HD
www.britishscienceassociation.org
The BSA is a registered charity: 212479 (and SC039236).