



Kick Start Youth Grants

Applying for a grant and organising an event



A step-by-step guide

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British Science Week

[British Science Week \(BSW\)](#) is a ten-day celebration of science, technology, engineering and maths - featuring fascinating, entertaining and engaging events and activities across the UK for people of all ages.

Anyone can organise an event or activity. We welcome and support any type of organiser, from schools to community groups, from parents to large organisations.

Organising a BSW event can be fun, and it doesn't have to take up a huge amount of your time. You don't have to have any experience, just an idea and enthusiasm! We understand that it can be daunting, but don't worry, we have resources to make it straightforward. Find out more about applying for a grant and organising an event below.

What is a Kick Start Youth Grant?

Kick Start Youth Grants are worth **£150**. They enable groups of 3 or more students, aged between 11-18, to organise a BSW event for other young people in the students' school, in other schools or in the wider community.

Applying for a Kick Start Youth Grant



1. You should be a pupil aged between 11-18, attending a school in England, Scotland, Ireland or Wales (see the britishscienceweek.org/kick-start-youth-grant) for more information).



2. Form a group of 3 or more students (including you!).



3. Follow the steps in the 'Planning your event' section below to come up with an event idea.



4. Choose one of your school teachers to act as sponsor to support your grant application form. Arrange a meeting with them to discuss your event idea and make sure that they are happy to support your application.



5. Complete and submit the Kick Start Youth Grant application form before the closing date - **17.00, 19 January 2018**



6. Decisions will be made by 26 January 2018 and we will get back to you with a decision on your proposal shortly after this date.



Any questions? Email bsw@britishscienceassociation.org

Planning your event

Planning an event takes some careful thought to make sure everything goes as smoothly as possible on the day.



1. Your goal

Firstly, you should think about what you want to accomplish with your event. For example, do you hope to achieve something for:

- yourself?
- your school?
- the participants?
- your local community?

Throughout your planning, remember to bear your goal in mind as it will be useful when making decisions, such as identifying your target audience, i.e. who your event will be geared towards, and deciding on the content.



2. Audience

Identifying who will be interacting with your event, i.e. your target audience, is an important step in developing your activities. You will be organising the event for young people either at your school, another school or in the wider community. Most likely it will be people of a similar age to you. It is important to make sure your planned activities aren't overcomplicated or too simple to keep their interest.



3. Event content

You will need to consider the subject matter, theme and format of your event. What type of event would your target audience be interested in? The event planning sheet at the end of this document may help you in the initial stages. Ideas and inspiration can be found almost anywhere! Here are a few suggestions:

- previous events – www.britishecienceweek.org/case-studies/
- activities from our activity packs www.britishecienceweek.org/activity-packs
- activities during lesson time/assembly/lunch time/after school
- presentations from invited speakers – see our advice on www.britishecienceweek.org/find-a-presenter
- student led interactive displays, demonstrations or investigations for peers from your, or other, school(s)
- demonstrations or performances of science delivered by students in the school playground, or other communal area(s)
- science fair in your school

TOP TIP #1: Make a mind map of several ideas, think about their strengths and weaknesses and select the strongest combination of subject, theme and format, taking into consideration your aims and target audience.

TOP TIP #2: The simplest ideas are often the best!



4. Money

If your application is successful, you will be awarded the Kick Start Youth grant worth £150. It is important to produce a cost plan for your event. Try to minimise costs and make sure you keep your maximum budget (£150) in mind. You should not spend more than this amount. The budget planner sheet at the end of this guide may help with your initial planning. Talk to the teacher sponsoring your grant application to discuss your spending plan. Common costs you may have to consider are:

- Travel costs for speakers/presenters
- Refreshments for attendees
- Materials for the event/activity (e.g. stationary, lab equipment, etc.)
- Printing costs for fliers/posters/other promotional material

TOP TIP #3: It is always useful to have some money left in your budget in case of any unexpected, emergency costs!

If you're having difficulty thinking of an event that you can do on a small budget, have a look at our [BSW activity packs](#) for some inspiration.



5. Place

Events can take place at absolutely any type of venue, including your school. Events can be in small rooms, whole buildings or outdoors. How much space do you need? What shaped space do you need? Do you need lots of small areas or one large open area?

Take some time to plan the setup of the room(s) in advance and take into consideration who you will need to ask permission from to use the space.

Here are some important things to bear in mind:

- **If booking a venue, do so for longer than the event** - you will need time to set up and clean up.
- **Check what equipment/facilities are needed and who will provide them**
- **Check the layout** - are you using the best arrangement for your event? What type of seating would best suit your event format, if necessary?



6. Date and time

BSW 2018 will take place between the **9-18 March** and your event must take place at some point during this time. Your event target audience should involve other young people either in your school, another school or the wider community and this will dictate the timing of your event. For example, an activity for those in your school could happen during school hours on a weekday, but one for those in the wider community (e.g. for a youth group) could be outside of school hours. Remember to check if there are other events taking place near you at the same time, as this can affect people's attendance.

TOP TIP #4: Make sure you have left enough time to organise and promote the event!



7. Health and Safety

If you carry out any experiments or practical activities then you will need to put together a risk assessment. To do this you will need to:

- a. Find out if any of the substances, equipment or procedures you plan to use are hazardous;
- b. Assess the risk to yourself and others (which means what could go wrong and how serious that could be, low medium or high);
- c. Decide what you need to do to reduce that risk e.g. wearing goggles or other protective equipment and knowing how to deal with any potential accidents

You will need to show your risk assessment to your teacher and get their approval before doing any practical activities



8. Unforeseen circumstances

Sometimes things don't quite go according to plan on the day of your event, so it is important to be prepared for the unexpected. For example, what would you do if...

- A speaker doesn't show up?
- Equipment that you need for your activity goes missing?
- The room that you are using for your event is unavailable on the day?
- A dinosaur turned up?

Although the above happening is unlikely, it can happen (maybe not the last one), so it is always good to have a plan B.

Promoting your event

Getting the word out about your event is important to its success. You'll have worked hard to organise it, so you'll want to make sure people know that it's happening! Below are some tips on how to do just that:

- Pledge your event on the British Science Week online programme (www.britishscienceweek.org/register)
- Make flyers and posters and distribute them where the event will take place and in places your target audience regularly go (e.g. your school, youth clubs, etc.)
- Ask the school or group attending your event to advertise it on their website
- Take advantage of social media (Facebook/Twitter) used by your target audience

Tips for applying

Remember! The people deciding on your grant application will be looking for projects that demonstrate good communication skills, show innovation, are creative and that will effectively engage others with a scientific topic.

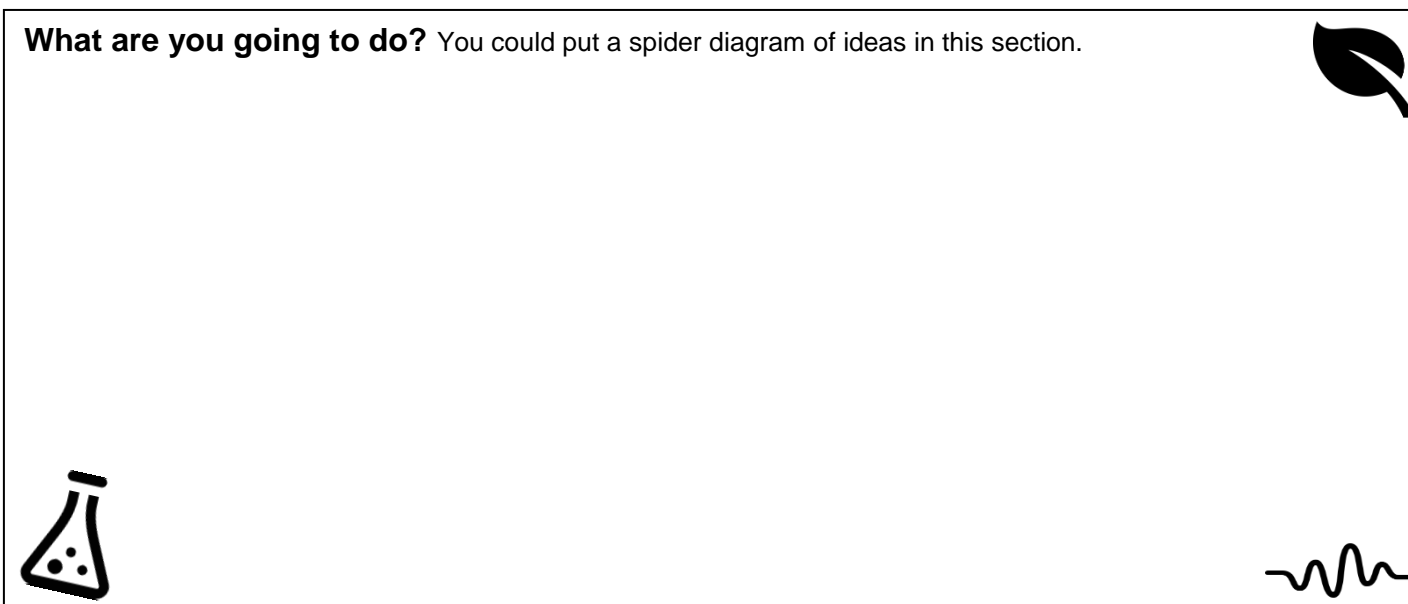
Evaluation

You will be required to evaluate your event and we will provide you with evaluation forms to do so.

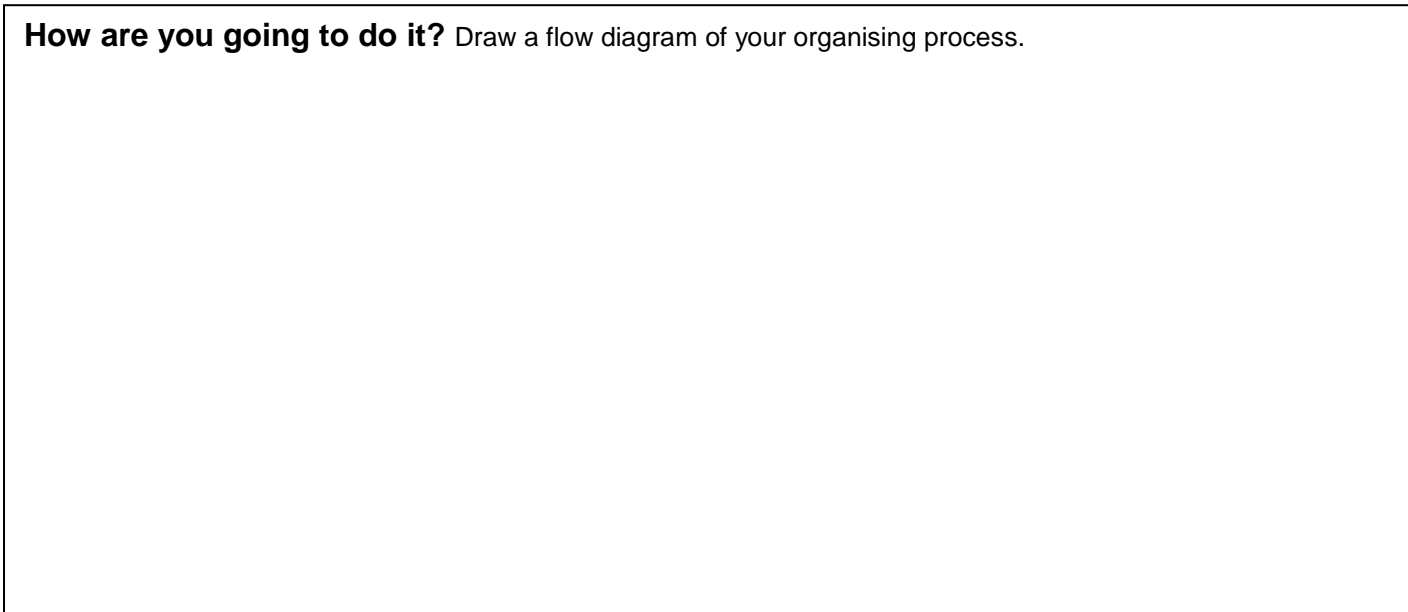
Draft event/activity plan

FORMAT (e.g. talk, demonstration, workshop, etc.):	CONTENT (e.g. biology, technology, space, etc.):	AUDIENCE:
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What are you going to do? You could put a spider diagram of ideas in this section.



How are you going to do it? Draw a flow diagram of your organising process.



Possible event names
Possible dates
Possible venues




Resources needed

Ideas for promotion



Next steps: what are the first actions to get plans moving?

ACTION	BY WHOM	DEADLINE 

Budget planner

TOTAL FUNDING: £150

Before planning the event: predicted spending

ACTIVITY/PRODUCT	PREDICTED COST (£)
TOTAL:	

During planning the event: actual spending

ACTIVITY/PRODUCT	COST (£)	TOTAL SPENT SO FAR (£)	DATE PAID	TOTAL REMAINING (£)
	TOTAL:			