



British Science Week 2019 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 £150-£700 to schools in challenging circumstances to run events during British Science Week 2019 (8-17 March).

The fund is open to schools in England, Wales, Scotland and Northern Ireland (including special schools, Early Years education providers and pupil referral units). Fee paying schools are not eligible for this grant.

For British Science Week 2019, there are three levels of grants that schools can apply for:

1. **Kick Start grant:** A grant of **£300** for your school to run an activity during British Science Week (BSW)
2. **Kick Start More grant:** A grant of **£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 or local businesses. There are a very limited number of these grants available and we are looking for proposed events which engage with the wider community in innovative and effective ways.
3. **Kick Start Youth grant:** A grant of **£150** for a group of 3 or more students aged 10 -19 to organise and lead an event or activity in your school during British Science Week. The event should involve other students in the school or the local community. You can apply for this grant in addition to a Kick Start or Kick Start More Grant if you wish.

What are the criteria?

Schools must meet one of these to be eligible -

- 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

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.
- support 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.

We aim for a broad geographical spread of grant funded events and we may prioritise grants from one region over another if necessary to achieve this.

Tips for applying for Kick Start grants

- Make clear how your application aligns with our priorities above and our [vision and mission](#).
- We don't tend to fund events that spend the whole budget on an external speaker.
- In order to promote diversity and inclusion we would like to challenge the stereotype that science is only for boffins/genius'/professors/wizards in white lab coats. We want to fund activities that help young people see themselves as scientists.
- Connect activities to students' personal interests, experiences or local issues beyond science.
- Special Schools – We suggest emphasising how best you can integrate the activity/event with your wider school community and how you can create ongoing initiatives that will raise the profile of STEM in your school in a way that relates to your students' lives. You are also eligible for our [Community Grants](#).

Tips for applying for the Kick Start More grant

In addition to the advice above, if you are applying for the Kick Start More grant, community members should be a core audience rather than additional guests to a student event. We particularly welcome ideas for engaging with this audience in a way that you wouldn't otherwise be able to and sustain this beyond British Science Week. Past ideas have included: creating a school garden together with parents and community volunteers, putting on a science fair of student projects to engage with children from other schools and families and a STEM Careers day, where local businesses were invited to a school cluster to speak with the students and work with them on a project about their industries.

Tips for applying for the Kick Start Youth Grant

This event will be organised and led by students with the support of a member of staff. The application should be made by the supporting staff member. In your application you should outline how you will recruit or select students to take part and how you will support them in organising the event. If successful, you will need to recruit a group of between 3 and 10 students to plan and deliver the event. The students will need to complete and return to us an event proposal telling us about their plans and how they will spend the £150 by mid-February 2019. They will need to return completed evaluation forms from attendees after their event.

Student organisers who complete all the necessary requirements for their event will be eligible for a free CREST Bronze Award.

Additional criteria for this grant -

- All student organisers should be between 10-18 years.
- There must be at least 3 young people in the event organising group.
- The event audience must involve other young people in the students' school, young people in other schools or young people in the wider community

Can I apply for more than one grant?

You can apply for either the Kick Start More grant or the Kick Start grant. You can make an additional application for the Kick Start Youth grant provided the event is clearly separate from the

first application. If an application for Kick Start More is unsuccessful we may award a Kick Start grant instead but you should apply for the grant which best suits your event.

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.
- student led building projects such as a school garden, community lab or pond.

What can the grant money be spent on?

Grant money can be used for CREST Award 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 can download a draft application from [the Kick Start Grant page](#). You will need to complete the final application using the online form. We will not accept applications sent as email attachments.

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 and vision.
- 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. You will not need to provide receipts. For the Kick Start Youth grant, we will ask for a budget breakdown at a later date from successful applicants.
- 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 cloud-based service 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 12 November 2018, at 5pm.**

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 2018 or early January 2019.

If you have not received an email response to your application by early January, please get in touch. You will not be able to track applications via the website.

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 2019 (8-17 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 2019, 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 paper feedback forms are not completed and returned to us 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.

You can log in and update your application www.britishscienceweek.org/my-account/ up until the deadline of 5pm on Monday 12 November 2018.

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.

What if I am unsuccessful?

The Kick Start grant scheme is very popular and regrettably we have to turn down many applications each year. Although we realise that this will be disappointing, we encourage applicants to have a back-up plan for a smaller scale event to celebrate British Science Week if their application for a grant is unsuccessful. There are many things which can be done at low cost or even for free, for example inviting a STEM Ambassador or Inspiring the Future volunteer to your school to support classroom activities. Have a look at the activity packs for ideas.

British Science Week is run by the British Science Association

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