

## 2020 Community Grant Guidelines

British Science Week is an annual celebration of science, technology, engineering and maths, coordinated by the British Science Association and funded by UK Research and Innovation (UKRI). UKRI are providing funds to distribute **grants of £500-1000** for community groups/organisations to run events during British Science Week 2020 (06 - 15 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.

### What can you get?

For British Science Week 2020, 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. **£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 a 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 from ethnic minorities;
- people with low socio-economic status, including people disadvantaged in terms of education and income;
- people with a physical or mental condition or impairment;
- 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 educational needs (SEN) school**. If you represent a school and meet the eligibility criteria, please apply for our [Kick Start Grants](#) instead.

Our priorities, particularly for grants of up to £1000, are events that strongly fit with the British Science Association's vision of a world where science is at the heart of culture and society. 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, challenge the idea that science is separate from culture, and/or break down stereotypes of what it means to be a scientist or engage with science;
- leave a legacy, providing a way for those involved to continue their engagement with science after the event has ended.

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

As long as it meets the above criteria, this is entirely up to you. The grant scheme aims to recognise the expertise of community leaders, so we are keen to hear what activities you think would work best for engaging your audiences with science – after all, you know them the best.

However, if you're stuck for inspiration, you can read [case studies of previous grant recipients](#) on our website, to find out more about the types of activity we are keen to fund.

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; and
- scientist-led tours and nature walks.

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

Please note, **if applying for a £1000 grant, you must run follow-up activities with the same audiences/users after British Science Week**. You cannot apply to run multiple events during British Science Week but nothing after, and you cannot apply for a £1000 grant to repeat your event after the Week with different audiences.

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

The grants can be used for materials, room hire, publicity, speakers, trainers, freelancers, project-specific staff costs, audio-visual hire, reasonable volunteer expenses, transport or other costs of activities/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 brief description of your organisation, including the audiences/users you work with (200 words maximum)
- 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 which the grant will be paid into at the time of applying for the grant, including the **account name, number and sort code**.

**The most common cause for applications to be rejected is that there was not enough information about the event audiences and how the applicant was planning to ensure their engagement. We prioritise applications for which we are confident that one or more of our target groups will be engaged.**

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 **17.00 on Monday 11 November 2019**.

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 the nominated bank account. **Payments will be made in early January 2020.**

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.

## Terms and 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) must fall within British Science Week 2020 (06 - 15 March). If for whatever reason you are not able to run an event within British Science Week 2020, 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 provided bank account details, including account name, account number and sort code, are incorrect, your grant payment will be significantly delayed, or your grant offer may be withdrawn
- You must complete an 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 completed forms to British Science Association head office after the event
- 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
- British Science Week, UKRI and the British Science Association must be correctly acknowledged in any press releases or marketing material. 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 on the British Science Week website
- The British Science Association will not be held responsible or liable for any consequences, whether direct or indirect to any loss or damage, personal or otherwise, injury or death however arising in grant-funded events and activities. Grant recipients are responsible for taking out any public liability or other insurance necessary to cover the event or activity

## How to apply

All applications should 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 a new experience or different 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)

Good luck with your application!

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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