

British Science Week 2021 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 and £2000** for community groups/organisations to run events during British Science Week 2021 (5 - 14 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 2021, 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. **£2000 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** include:

- 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.

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 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.

We look to fund community-based groups and organisations that have direct, ongoing relationships with one or more of our target audiences. **Activity providers who are looking for funding to run an event with a group that meets one of our target audiences are encouraged to partner with a community group. The community groups should take ownership of the activity and apply for the grant directly themselves.** These applications have a much stronger chance of being successful.

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; and
- scientifically informed theatre productions and art activities.

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 £2000 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 £2000 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. 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 description of your organisation, including your audiences/users (200 words maximum)
- a general description of the event or activities you plan to run (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 budget (in bullet points) of costs associated with the event and how the funding will be used;
- a brief contingency plan if your plans are affected by health and safety restrictions or a temporary area lockdown;
- 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 grant must be paid into a UK based bank or building society account which has the same name as that of your organisation, and the account name on the application form must match the bank account name exactly.

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, particularly by an organisation with which they have an ongoing relationship.**

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 9 November 2020**.

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 December 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.

How to apply

All applications should be made online via the British Science Week grant application form:
<https://www.britishscienceweek.org/about-us/grants/bsw-community-grant-scheme/>

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 communities@britishscienceassociation.org if you need some advice.

Good luck with your application!

Terms and conditions for the grants

1. By submitting an application to the British Science Association, the organisation named in the application (referred to as 'you' in these Terms and Conditions) agrees, if awarded a grant, to:

1.1 hold the grant on trust for the British Science Association (referred to as 'we' or 'us') and use it only for your event/activity as described in your application or otherwise agreed with us, and only for expenditure incurred after the date of the grant award;

1.2 hold your event/activity (or at least one of your events/activities if you're applying for a larger grant) within British Science Week (5 to 14 March 2021). If for whatever reason you are not able to run your events/activities during this time, the grant money will have to be returned to the British Science Association. For these reasons, you will have contingency plans in case of illness or unforeseen circumstances;

1.3 complete an organiser feedback survey (provided by the British Science Association) after British Science Week;

1.4 distribute a short feedback form (provided by the British Science Association) to your event/activity participants and return the completed forms to the British Science Association head office after the event/activity;

1.5 act lawfully in carrying out your event/activity, in accordance with best practice and guidance from your regulators, and follow any guidelines issued by us about the event/activity or use of the grant;

1.6 correctly acknowledge UK Research and Innovation (UKRI), British Science Week and the British Science Association in any press releases or marketing material. Please contact the British Science Association for additional information.

1.7 use the British Science Week logo on any marketing materials produced, either in print or online. Downloadable logos can be found on the British Science Week website;

1.8 hold the grant in a UK based bank or building society account which has the same name as that of your organisation;

1.9 immediately return any part of the grant that is not used for your event/activity or constitutes unlawful state aid;

1.10 where your event/activity involves working with children, young people or vulnerable adults, adopt and implement an appropriate written safeguarding policy, obtain written consent from legal carers or guardians and carry out background checks for all employees, volunteers, trustees or contractors as required by law;

1.11 comply with data protection laws and obtain the consent of your beneficiaries for us and you to receive and process their personal information and contact them;

1.12 keep accurate and comprehensive records about your event/activity both during the event/activity and for seven years afterwards and provide us on request with copies of those records and evidence of expenditure of the grant, such as original receipts and bank statements;

1.13 allow us reasonable access to your premises and systems to inspect event/activity and grant records;

1.14 The British Science Association publicising and sharing information about you and your event/activity including your name and images of event/activities. You hereby grant us a royalty free licence to reproduce and publish any event/activity information you give us. You will let us know when you provide the information if you don't have permission for us to use it in this way.

2. You acknowledge that we are entitled to suspend or terminate the grant and/or require you to repay all or any of the grant in any of the following situations. You must let us know if any of these situations have occurred or are likely to occur:

2.1 You use the grant in any way other than as approved by us or fail to comply with any of these Terms and Conditions.

2.2 You fail to complete the feedback forms or your activity/event differs greatly to that outlined in your application.

2.3 You have match funding for the project withdrawn or receive duplicate funding for the same project costs as funded by the grant.

2.4 You provide us with false or misleading information either on application or after award of the grant, act dishonestly or are under investigation by us, a regulatory body or the police, or if we consider for any other reason that public funds are at risk or you do anything to bring the British Science Association or UK Research and Innovation into disrepute.

2.5 You enter into, or in our view are likely to enter into, administration, liquidation, receivership or dissolution.

3. You acknowledge that:

3.1 the grant is for your use only and we may require you to pay us a share of any proceeds from disposal of assets purchased or enhanced with the grant;

3.2 we will not increase the grant if you spend more than the agreed budget;

3.3 If the provided bank account details including account name, account number and sort code, are incorrect, your grant payment may be significantly delayed or your grant offer may be withdrawn;

3.4 the grant is not consideration for any taxable supply for VAT purposes;

3.5 we have no liability for any costs or consequences incurred by you or third parties that arise directly or indirectly from the project, nor from non-payment or withdrawal of the grant, save to the extent required by law;

3.6 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 activities.

3.7 these Terms and Conditions will continue to apply for one year after the grant is paid or until the project has been completed, whichever is later. Clauses 1.6, 1.7, 1.9, 1.12, 1.13, 1.14, 3.5 and 3.6 shall survive expiry of these Terms and Conditions; and

3.8 if the application and grant award are made electronically, the agreement between us shall be deemed to be in writing and your online acceptance of these Terms and Conditions shall be deemed to be a signature of that agreement.

British Science Week is run by the British Science Association

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