

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 UK Research and Innovation (UKRI). UKRI are providing funds to distribute grants of £150-£700 to schools in challenging circumstances to run events during British Science Week 2021 (05 - 14 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 2021, there are four levels of grants that schools can apply for:

1. **Kick Start Youth grant:** A grant of **£150** for a group of three 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.
2. **Kick Start grant:** A grant of **£300** for your school to run an activity during British Science Week.
3. **Kick Start More grant:** A grant of **£700** for your school to run an activity which involves your students and the local community. The community can comprise families/carers, children at other schools, members of local community groups or local businesses. We understand face to face engagement may be limited this year, so we are supporting applications that remotely engage with other groups. There are 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.
4. **Combined Kick Start grant and Kick Start Youth grant:** A grant of **£450** for your school to run an activity during British Science Week and an additional event or activity organised and led by a group of students aged 10 - 19. We may offer your school either a Kick Start grant or a Kick Start Youth grant if you are not successful in your application for both.

What are the criteria?

You must be a state funded, non-selective school or college, in England, Scotland, Wales or Northern Ireland. We cannot accept applications from non-school organisations or from private schools.

To be eligible for a grant, you must represent **a school that meets at least one of the following criteria:**

- Have over 30% of pupils eligible for pupil premium, early years pupil premium or equivalent;
- Have over 30% of pupils from Black, Asian or Minority Ethnic (BAME) backgrounds;
- Be a small school based in a remote and rural location*.

* In a postcode listed as any type of "Rural" area under their government's Rural Urban classification system. You can look up the *Area Type* for any UK postcode <https://www.ukpostcodecheck.com/>.

How are applications assessed?

The type of activity you run is up to you and depends on the needs of your audience and the resources at your disposal. We will assess the applications against the below priorities. You do not need to meet all of these, but your application should demonstrate clearly which ones your activity will address.

We will prioritise activities which:

1. involve children supported by pupil premium, from ethnic minorities or with special educational needs;
2. involve children who wouldn't normally choose to participate in science, technology, engineering and maths (STEM) activities;
3. challenge stereotypes about science, and link it to the children's everyday life beyond school;
4. are cross-curricular and involve teachers, professionals or organisations from outside STEM;
5. raise awareness of the diverse range of careers that studying STEM subjects can lead to;

6. impact on STEM activities throughout the year, e.g. staff CPD or launching a new STEM initiative in your school.

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

In order to write the best possible application for the Kick Start grant scheme, we would recommend that you consider the following advice:

- Make clear how your application aligns with the British Science Association's priorities above, and our [vision and mission](#);
- We don't tend to fund events that spend the whole budget on an external speaker or presenter;
- 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 Grant](#).

Tips for applying for the Kick Start More grant (£700)

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 activity. 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.

Ideas for engagement with community groups could be:

- Working with local shops and businesses to create a trail in your community highlighting STEM at work;
- Run a mini oral history project where community members record their memories of how a certain science or technology innovation has influenced how they live their lives.

Tips for applying for the Kick Start Youth grant (£150)

In order to be eligible for a Kick Start Youth grant, the activity should be organised and led by students with the support of a member of staff. The initial application should be made by the supporting staff member, but you should explain how you will recruit or select students to take part in the activity and how you will support them in organising the activity.

If successful, you will need to recruit a group of between three and 10 students to plan and deliver the activity. 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 include:

- All student organisers should be between 10-19 years;
- There must be at least three young people in the activity 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 – we are supporting activities that use remote engagement.

How to apply for the combined Kick Start grant and Kick Start Youth grant (£450)

You will be asked to complete a description of your proposed Kick Start event or activity. You will also be asked how you plan to recruit a group of young people and outline how you plan to support them to plan and deliver their Kick Start Youth event or activity. Please refer to the additional criteria and details outlined above for the Kick Start Youth grants.

Can I apply for more than one grant?

We will only accept one application per school. To avoid duplication, we recommend you check with other staff and senior leaders at your school before applying.

What type of event/activity could you run?

There are no restrictions on the activities or events you could run using the funding, but they could include:

- activities from our [Home-based activity packs](#), our [activity packs](#) and our case studies;
- online presentations from [invited speakers](#) or volunteers on science and/or engineering topics;
- student-led interactive displays, online demonstrations or investigations for parents or other schools;
- Zoom family days where family projects and initiatives are showcased;
- mini festivals or science fairs within class;
- activities of engagement with local organisations and wider community e.g. writing letters to a care home;
- 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 associated with celebrating British Science Week.

Only a third of the grant money can be spent on large non-consumable equipment (e.g. purchasing microscopes or computers) and journal subscriptions.

Grant money **cannot** be spent on large competition prizes, 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 will need to complete an online application from [the Kick Start Grant page](#). We will not accept applications sent as email attachments.

You will be asked to provide the following information in your application:

- Criteria under which you are applying. This will be cross referenced with government school databases;
- A contact email address. Where possible you should use a school email address;
- Details of your school, including a URN (England), SEED (Scotland) or reference number (Wales and NI);
- A description of your proposed event or activity (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 British Science Association's wider priorities and vision;
- A brief contingency plan if your plans are affected by health and safety restrictions or a temporary area lockdown;
- Total number of expected participants;
- A rough budget outline (ideally in bullet points) of costs associated with the event and how the grant money will be used (300 words maximum). You will not need to provide receipts.
- Details of your school's bank account including **account name, number and sort code**. Providing account details at this stage allows us to pay successful applicants immediately, making it easier to organise events. This should be your school's bank account details unless otherwise stated or a reason is given.

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.

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 a nominated bank account. Payments will be made in mid-January 2021.

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 2021 (05 - 14 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, UKRI 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 2021, the grant money will have to be returned to the British Science Association. For these reasons, please ensure you have contingency plans in the case of health and safety restrictions or partial school closure.

If the paper feedback forms and organisers survey 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 should be made online via the British Science Week grant application form:

<https://www.britishtimeeweek.org/about-us/grants/kick-start-grant-scheme/>

You can save your progress and fill out your application at separate stages. Please make sure that you press "Submit" at the end and that you receive a confirmation email to notify you that we have received your application. All applications should be completed by the deadline of **17.00 on Monday 9 November 2020**.

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 must 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 event to celebrate British Science Week if their application for a grant is unsuccessful.

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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