



British Science Week 2023 Kick Start Grants 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 UK Research and Innovation (UKRI). UKRI are providing funds to distribute grants ranging from £150 to £700 to schools in challenging circumstances to run events during British Science Week 2023, 10-19 March.

The grants are open to state funded 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 Kick Start Grants.

The deadline for applications is **midnight on Monday 7 November 2022**.

What can you get?

For British Science Week 2023, there are four levels of grants that schools can apply for:

- Kick Start Grant: A grant of **£300** for your school to run an activity during British Science Week.
- 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. You can apply for this grant in addition to a Kick Start or Kick Start More Grant if you wish.
- 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 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.
- 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.

Non-school organisations may be eligible for our British Science Week Community Grants.

To be eligible for a grant, your **school must meet at least one of the following criteria:**

- over 30% of pupils eligible for pupil premium, early years pupil premium or equivalent
- over 30% of pupils who are from ethnic minority backgrounds *
- small school based in a remote and rural location. **

* Ethnic minority backgrounds include all pupils who don't self-describe as White British. It includes Irish, except in Northern Ireland.

** 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 <https://www.ukpostcodecheck.com/>

Whether you have applied for this grant before or this is your first time, if you meet the above criteria, we encourage you to try!

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 priorities below. You do not need to meet all of these priorities, but your application should demonstrate clearly which ones your activity will address. Your application will stand out more if you give specific details about how you will meet one or two of these priorities, rather than mentioning several but without much detail.

- Involve children supported by pupil premium, from ethnic minority groups, with special educational needs or from any other underrepresented audiences.
- Involve children who wouldn't normally choose to participate in science, technology, engineering and maths (STEM) activities.
- Are embedded in your local community and involve the wider community as a core audience.
- Challenge stereotypes about science, and link it to the children's everyday life beyond school.
- Are cross-curricular and involve teachers, professionals or organisations from outside STEM.
- Raise awareness of the diverse range of careers that studying STEM subjects can lead to.
- Have an impact on STEM activities throughout the year, e.g., staff CPD or launching a new STEM initiative in your school.
- Allow children to take initiative and lead the activities.

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

Tips for applying for a Kick Start Grant

To write the best possible application for the Kick Start Grant scheme, we would recommend that you consider the following advice.

- Be 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 as this does not meet the priority of allowing the children to take the lead.
- To promote diversity and inclusion, we would like to challenge the stereotype that science is only for boffins/geniuses/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.
- Although it is not obligatory for your application to link to the British Science Week theme, which for 2023 is 'Connections, you can use the theme as an inspiration for your activities.
- 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](#).
- Remember that, as the scheme is very popular, regrettably many applications are turned down, so give yourself the best chance by being as detailed as possible.

You can read [case studies](#) of previous grant recipients on our website to find out more about the types of activities we are keen to fund.

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 event. We particularly welcome ideas for engaging with this audience in a way that you wouldn't otherwise be able to, and which you can sustain 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
- 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 (£150)

To be eligible for a Kick Start Youth grant, the event 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 event and how you will support them in organising the event.

In your application you will be asked to explain how you will recruit the group of young organisers, and outline how you will support them to plan and deliver their event.

If successful, you will need to recruit a group of between three 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 2022. 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 10-19 years.
- There must be at least three 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.

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 school's main activities, its objectives and a budget. You will then be asked to complete a separate description for the Kick Start Youth grant, including how you will recruit the group of young organisers and how you will support them to plan and deliver their event. We may award either a Kick Start or Youth grant on its own if you are not successful in your application for the combined grant.

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 the following ideas:

- Activities from our [home-based activity packs](#) and our [activity packs](#).
- Online 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, online demonstrations or investigations for parents or other schools.
- Zoom family days where family projects and initiatives are showcased.
- Mini festivals or science fairs.
- 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 activities or events celebrating British Science Week. Only a third of the grant money can be spent on large non-consumable equipment (e.g., 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 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:

- 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.
- A general description of the event (300 words maximum).
- A description of your event objectives (300 words maximum). Your objectives should include which target audience(s) you are planning to reach, how you will ensure their engagement and challenge attitudes about STEM, and how your event meets the British Science Association's wider priorities and vision.
- 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 later from successful applicants.
- 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. 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.**

Conditions of the grant

By applying for a grant, you are agreeing to the following conditions.

- Your event must fall within British Science Week 2023 (10 – 19 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 2023, 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.

Deadlines and payments

The deadline for applications is midnight on Monday 7 November 2022.

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 2023.

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.

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 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 an Inspiring the Future volunteer to your school to support classroom activities. If you are unsuccessful this year, we encourage you to try again next year!

Terms and condition

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 (11 to 20 March 2022). 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 satisfies our requirements as set out in our guidelines;

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 adults at risk, 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.

1.15 you, or someone from your organisation, will inform us immediately of any safeguarding incident or allegation involving a member of your organisation, project staff, volunteers or agents which occurs within the grant funded project. You, or someone from your organisation, will inform us immediately in the event of an investigation against your organisation or a staff member or volunteer by the police or a regulatory body which relates to the grant funded project.

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. In relation to the grant funded project, you or your organisation act dishonestly or are under investigation by us, a regulatory body or the police, fail to inform us about a relevant safeguarding incident or external investigation, 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.