



## British Science Week 2024 Community Grants 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 is providing funds to distribute **grants of £500 and £1000** for community groups/organisations to run events during British Science Week 2024, which will take place from 8-17 March.

The Community Grants scheme aims to expand and diversify the audiences who engage with science and grow interest in science by empowering and supporting community groups to run their own science activities during British Science Week.

The deadline for applications is **11.59pm on Monday 6 November 2023**.

### What can you get?

For British Science Week 2024, 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 either preparatory or follow-up activities that will lead to continued engagement beyond 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 minority backgrounds
- people living in communities which face deprivation, including people disadvantaged in terms of education and income
- people with a disability or long-term health condition
- people living in a remote and rural location, defined as settlements of less than 10,000 people
- girls and women\*.

\* For community groups that work with girls and women, we prioritise those who work with at least one other underrepresented group.

We welcome applications from schools for special educational needs and additional support needs, from hospital and supplementary schools, as well as English as a Second Language groups. However, community grants **cannot be used for primary or secondary school events or activities**.

If you represent a school or college, please check the criteria and apply for our [Kick Start Grants](#) instead. School groups that are eligible for both grants cannot receive both Community and Kick Start grant funding in the same year.

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!

We prioritise events that strongly fit with the British Science Association's [vision](#) of a world where science is more relevant, representative, and connected to 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 the role science plays 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, libraries, museums and other institutions 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 better chance of being successful.

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

Provided 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.

Please note we are happy to support digital and hybrid physical/digital activities.

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 activities we are keen to fund.

Here are some examples of previously funded events to show 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 educational needs
- theatre productions, creative and art activities inspired and informed by science
- activity packs and pre-recorded videos to engage financially disadvantaged families.

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](#).

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

The grants can be used for:

- materials
- room hire
- audio-visual hire

- publicity
- reasonable volunteer expenses
- speakers, trainers and freelancers
- project-specific staff costs (salaries or fees for people who are essential to the project and whose salaries aren't already covered by another grant)
- transport or other costs of activities/events celebrating British Science Week.

**The majority of grant money cannot be spent on refreshments or project-specific staff costs.**

Grant money **cannot** be spent on:

- large competition prizes
- large non-consumable equipment (e.g., microscopes, computers, cameras)
- on-going salary costs
- costs that are already covered by other funding
- general running costs and overheads that are paid for by other income.

### **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/community members (200 words maximum)
- how many participants you aim to engage with your activities
- a description of the activities you plan to run during British Science Week (300 words maximum)
- an outline for your extended project plan (if you apply for £1000), including how you will ensure participants' continued engagement with the project and how your participants will take part (300 words maximum)
- a description of your event objectives, including the audiences your event will target, how it will engage them and how it will benefit or impact them (300 words maximum)
- a budget (in bullet points) of costs associated with your activities and how the funding will be used (200 words maximum)
- 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 reason for an application to be rejected is that there was not enough information about the group's audiences and how the applicant was planning to ensure audience engagement/how audiences were expected to actively take part. **We prioritise applications when 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 **23.59 on Monday 6 November 2023**.

Applicants will be notified of the outcome of their application **by email in early-December**. If successful, payment of the grant will be made directly into the nominated bank account. **Payments will be made in December 2023**.

If you wish to start planning your activities 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 Community Grants application form. This form will be open from 20 September to 11.59pm 6 November.

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 usual work. If so, do not hesitate to contact the British Science Association's Community Engagement 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](mailto:communities@britishscienceassociation.org) if you need some advice.

Good luck with your application!

## Terms and conditions for 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 within British Science Week (8 to 17 March 2024). 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.

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.

British Science Week is run by the British Science Association  
165 Queen's Gate, London, SW7 5HD  
[www.britishscienceassociation.org](http://www.britishscienceassociation.org)  
Registered charity: 212479 and SC039236