



How to find funding for your National Science and Engineering Week Event

A step by step guide to finding funding for your event

Whatever you decide to do for National Science and Engineering Week you will probably need to arrange some support or funding. For small scale events this may be support in kind – the loan of a venue, the donation of equipment etc.

However, for larger events you may need a grant. If the success (or even the existence) of your event depends on funding then securing adequate support will be your first major task.

This booklet contains tips on making applications, approaching potential sponsors and details of some useful organisations.



National Science and Engineering Week is funded by the Department for Business Innovation and Skills

First a few pointers for applications

Who to apply to?

Go through this booklet and any other information you can find and sort out all the organisations/schemes that could be relevant to your project.

How to apply?

- Contact the relevant organisation and make sure that you have all the correct information and forms.
- Check the requirements before you apply – if you are not eligible your time would be better spent on a more relevant application.
- If it is not clear – call/email and ask for clarification, in plenty of time before the deadline.
- You can call the National Science and Engineering Week team if you are still unsure.

When to apply?

Check the deadline for application and the date that the grant will be awarded (you will probably need to receive the money before you can set up the event). **DON'T BE LATE!**

How to attract sponsorship

The grants available from the organisations listed in this booklet, sadly, will not be suitable for all organisations. In these cases alternative sources of funding can be found in the form of sponsorship. There are a number of “Do’s and Don’ts” that should be considered when approaching a potential sponsor and some of these main points are listed below:

- Timing is extremely important. Request your sponsorship well in advance of your event.
- Try targeting companies with a history of sponsorship or with which you have an existing relationship.
- Put your proposal in writing, even if your first approach was in person.
- Tailor each proposal to each company you approach.
- Make sure your letter is addressed to the correct and relevant person and that their name and the company name are spelt correctly.
- Keep your proposal concise (maximum two sides of A4), formal and enthusiastic.
- Do not use a manipulative or emotional tone (e.g. ‘without your help the children will suffer’).
- In your proposal, outline who you are, your supporters or partners, the project, your audience and your publicity plan (See the “Guide to running an event” and “Guide to publicising your event”)
- Be specific about what you would be looking for from your sponsor whether this is money, the use of facilities or services, media support or perhaps support from the companies employees.
- If you are looking for monetary funding, let the sponsor know how much you require, what you will spend it on, how much money has been raised so far, how you will generate the remainder, and why you require the money from the company.
- Do not refer to any money you are requesting as a donation.
- Sponsorship is not a gift. Any support received from a sponsor should be able to be justified through benefits such as good publicity, enhancement of the company image,

opportunities to access their target audience or the development of community links. Make sure the company recognises the advantages of sponsoring your event.

- Highlight the specific benefits the company will receive, for example, their logo will appear on any publicity material, acknowledgement in the NSEW programme, complimentary tickets, media coverage etc.
- If the company agrees to be your sponsor, establish precisely what, where and how the company will be acknowledged. For example, will they expect to appear in any press photographs; will they expect to be acknowledged to the audience during the event; will they expect their logo to feature during the event etc.
- Explain your event is part of a national event that is expected to attract national media coverage.
- Have one person to deal with all sponsorship proposals that can be reached during working hours. With one person in charge it will be easier to keep track of how things are progressing and to build relationships with the potential sponsors.
- Always follow up your initial contact with a phone call. Let the potential sponsor aware of when you will call in your initial letter and give them time to consider your proposal.
- Thank the sponsor for considering your request.
- Don't give up after approaching only one organisation. Ask everyone you can think of....if you don't ask, you don't get!

Available grant schemes

The British Science Association offers a number of grant schemes for National Science and engineering Week.

Small Grant Scheme for Schools

For National Science and Engineering Week 2010, the British Science Association will be coordinating their small grant scheme for schools with funds provided by BIS (Department for Business, Innovation and Skills). These funds will be distributed within the UK to help schools organise their own science and engineering events as part of the week. Schools can get a grant of £200 - £500 to help them organise an event for National Science and Engineering Week. To be eligible for funding, schools must either a) have high proportion of pupils from ethnic minority backgrounds b) have a high proportion of pupils eligible for free school meals and/or c) be a small school based in a remote and rural location

How to apply

Applying for the grant is easy with a straightforward online application form. There are few restrictions on what the money can be spent on, so all schools need is an idea for an event or activity to run during the week and the enthusiasm to get it off the ground.

For more information and to make an online application go to www.britishscienceassociation.org/schoolgrants or call 020 7019 4963.

The deadline for applications is the 9th November 2009.

National Science and Engineering Week Grant Scheme for Wales

For National Science and Engineering Week 2010, the Welsh Assembly Government has provided funds to enable organisations and schools across Wales to run their own event or activity as part of the week.

Grants of up to £1,000 are available and priority will be given to events or activities which: reach new or hard to reach audiences, are in the Welsh language and raise the profile of National Science and Engineering Week, the British Science Association & the Welsh Assembly in their area.

For further details on this grant scheme, including eligibility criteria, grant priorities and our straightforward application form, please visit our website

www.britishtscienceassociation.org/welshgrant

The deadline for applications is the 9th November 2009.

National Science and Engineering Week Grant Scheme for Scotland

For National Science and Engineering Week 2010, the British Science Association will be coordinating their National Science and Engineering Week Grant Scheme for Scotland with funds provided by the Scottish Government. These funds will be distributed to help organisers to run their own science and engineering events as part of the week.

Grants are usually limited to £500 as it is a small fund to be divided by many. In exceptional circumstances, however, we may consider larger grants. Any organisation based in Scotland is eligible to apply but preference will be given to: Events which target new and hard to-reach audiences, for example in socially disadvantaged or rural communities. Those organisations which have not received a similar grant previously, or have not previously been involved in running science events. Events that would not otherwise be able to take place due to lack of Funding and events that have great potential for raising the profile of National Science and Engineering Week locally and/or have broad media appeal.

For further information on the grant scheme please go to www.britishtscienceassociation.org/scottishgrant or email sandy.smith@britishtscienceassociation.org; Tel.: 0141 4205010 x253

The deadline for applications is the 9th November 2009.

National Science and Engineering Week Information Sessions

Information sessions are an opportunity to meet and discuss National Science and Engineering Week with British Science Association staff and other individuals and organisations in your local area. You will find out how you can get involved, collect free resources to get you started and have the chance to network with other event organisers for advice and inspiration. All events are free but pre-booking is required.

The sessions take place across the UK during September and October. Full details are at www.britishtscienceassociation.org/informationssessions

Awards for All

Set up to help small groups, the main aim of the programme is to fund projects which involve people in their community; bringing them together to enjoy arts, sports, heritage and other community activities, and projects that promote education, the environment and health in the local community. See the website or call for details on the programme in your region.

Eligibility You can apply if you are a not-for-profit group or you are a parish or town council, school or health body. You must have a bank account that requires at least two people to sign each cheque or withdrawal. You must use the grant within one year.

Deadline Continuous

Awards £300 - £10,000

Contact Tel: 0845 4 10 20 30
www.awardsforall.org.uk
general.enquiries@awardsforall.org.uk

STFC and the Institute of Physics

The Science and Technology Facilities Council and the Institute of Physics have set up a small grants scheme designed specifically for schools and colleges. The aim is to provide schools with grants for small-scale projects or events linked to the teaching or promotion of physics. Projects linked to astronomy, space and particle physics are particularly encouraged. The grant could be used to support a range of projects, for example:

- Running a school/college based science week activity
- Purchasing materials/resources outside of the normal department resources
- Organising a visit to or from a working physicist

Eligibility The scheme is open to all UK educational institutions (schools and colleges) catering for pupils/students in the age range 5-18. Normally, schools will be limited to one grant per year.

Deadline The grant scheme is closed until January 2010 when the application form will be made available again. The maximum time between application and response will, as far as possible, not exceed 2 months. Applicants need to fill out an electronic application form and an evaluation form upon completion of the project.

Awards up to £500

Contact Education Department, Institute of Physics, 76 Portland Place, London, W1B 1NT
Tel: 020 7470 4800
Contact email: schoolgrants@iop.org
www.iop.org/activity/education/Teacher_Support/Grants/page_4712.html

The Ethnic Minorities Award Scheme for Environmental Projects Black Environment Network

This small scheme is aimed at schools, community groups and individuals undertaking projects which concern the environment and involve people from ethnic communities. They also offer an advice and referral service for projects which can access funds from larger existing grants schemes elsewhere.

- Eligibility**
1. EMAS has very limited funds for small grants. They will be given to innovative projects which do not fit into the grant categories of other larger environmental grant schemes. Projects which spur vital development locally are given a priority.
 2. Advice and contacts for expertise will be given to support grant seekers to fund their projects. If you wish to use this service, please fill in the EMAS form and send it in so that we can look at the details of your project. We will contact you.
 3. A comprehensive environmental grants guide at a reasonable cost can be obtained from the Directory of Social Change 020 7209 5151. If you need further advice on your project, do give us a ring.
- Deadline** Continuous
- Awards** up to £500
- Contact** Black Environment Network, 60 High Street, Llanberis, Gwynedd, LL57 4AX
Tel: 01286 870 715
ukoffice@ben-network.org.uk
www.ben-network.org.uk/grants/emas.html

Public Activities Small Grants Scheme Royal Society of Chemistry

The scheme supports activities that promote the awareness of chemistry and the chemical sciences among public audiences e.g. open days; public lectures; performance of plays; activities in major science festivals; local or regional activities. Small grants, up to £250 will be awarded to support activities requiring small amounts of money and that are not funded elsewhere in the RSC. Large grants, between £500 and £5000 will normally be awarded to organisers of major events that support the development of activities to promote chemistry. A maximum of three large grants will be made in any calendar year.

- Eligibility** Grants will not be awarded if the event is related to school/college educational activities as there is separate funding available from the RSC Education Department (Education Initiatives Fund), however, school/college events aimed at, and open to, the public and/or parents may qualify for the Small Grants. Grants will also not be awarded if the activity is accessible only to the chemically trained or chemically literate e.g. scientific posters or if a grant was awarded for the same activity in the previous year.
- Deadline** Continuous. Funds will be allocated on a first come, first served basis from January to December each year.
- Awards** up to £5,000
- Contact** Pauline Meakins, External Promotion Manager, Royal Society of Chemistry, Thomas Graham House, Science Park, Milton Road, Cambridge, CB4 0WF
Tel: 01223 432266
<http://www.rsc.org/ScienceAndTechnology/Funding/SmallGrants.asp>

Royal Society of Chemistry Education Initiatives Fund

The Education Initiatives Fund is a source of small amounts of financial support for novel educational activities. These activities should be aimed at school and college aged students and should contain appropriate chemical science content for the particular age group. In this context 'novel' should be interpreted as new to the particular region.

- Eligibility** The fund cannot be used to support existing activities or for the purchase of equipment for institutions which should properly be funded from other sources, room hire or catering.
- Deadline** The funding year runs between 1st January to 31st December and applicants must apply in writing to the Assistant Education Manager, Schools and Colleges by 31st October of the preceding year.
- Awards** up to £1,000.00
- Contact** Miss Gemma Tobiasen, Assistant Education Manager, Schools and Colleges
Royal Society of Chemistry, Burlington House, Piccadilly, London, W1J 0BA
Tel: 020 7440 3345
<http://www.rsc.org/ScienceAndTechnology/Funding/EducationInitiatives.asp>

Partnership Grants from the Royal Society

The scheme offers to support teachers, scientists and engineers in working together to inspire young people. Fantastic projects can be created by partnerships like these, allowing teachers to increase their scientific knowledge and giving scientists and engineers the chance to develop their communication skills and engage with enquiring young minds. Perhaps most importantly, these projects give school students a taste of science and engineering today, and their relevance for society.

- Eligibility** Any UK primary or secondary school teacher or practising scientist/engineer (i.e. above graduate level in university or with appropriate industrial experience) can apply as long as the students involved in the project are between 5 and 18. Applications must be made together with your partner, and need to be signed by the teacher, partner and school's head teacher. Any grant awarded goes to the school.
- Awards** £250 - £3,000
- Contact** The Education Officer, The Royal Society, 6-9 Carlton House Terrace, London.
Tel: 020 7451 2561
education@royalsoc.ac.uk
royalsociety.org/partnership

British Ecological Society Public Engagement Grants

The British Ecological Society actively encourages its members and others to engage the public with exciting and important aspects of ecology. Projects can be part of a larger scheme, like National Science and Engineering Week, or they can be an individual initiative. The objectives of the grant are to support the development of projects that raise public awareness of and engagement with ecology, stimulate discussion about ecological science and its implications for society, inspire and enthuse people about ecology, especially those not previously interested in ecology and to develop the communications skills of individuals involved.

- Eligibility** The competitive award scheme is open to individuals and organisations to organise public engagement events in ecology. This includes, but not limited to, members of the BES, researchers, schools, museums, libraries and community groups. Applications from museums and schools are welcome but project have to involve significant outreach beyond the school, pupils and their families. Projects that are aimed solely at school children and/or at delivering the school curriculum will not be funded.
- Awards** The maximum award is £2000. However, the award may be used as part-funding for larger projects involving other sponsors.
- Deadline** 23rd April 2010
- Contact** grants@britishecologicalsociety.org
<http://www.britishecologicalsociety.org/grants/policy/peg.php>

The British Ecological Society provides a number of other grants to promote excellent ecological research, education, training and communication as widely as possible.

Educational Grants: The BES assists teachers to develop creative approaches in communicating ecology through the Innovation and Research Grant Scheme and also offers funding to allow institutions to buy ecology field work equipment. The Professional Development course in fieldwork aids teachers in developing their fieldwork expertise and the Specialist Course Grant does the same for students by funding the attendance at specialist field courses.

Meetings Grants: The BES finances the running of relevant ecological conferences and meetings, as well as student support to its own and other ecological workshops and meetings. There is also travel support for ecologists from developing countries to attend BES meetings and to build collaborations by being hosted at relevant institutions in the UK before or afterwards.

Research Grants: The BES funds small ecological research projects through its Small Ecological Project Grants as well as larger post PhD research work through its Early Career Project Grant Scheme. For those ecologists who wish to carry out research that involves training students in field research techniques there is also the Field Experience grant to help with costs. To enable undergraduates to afford to carry out research work in their holidays they run the Undergraduate Ecological Project Support Grant and to fund talented ecologists from developing countries with their research work they run the Overseas Bursary and Fellowship Schemes.

Policy Grants: The Ecology into Policy Grant provides funding for researchers wishing to produce draft protocols or full systematic reviews and the Public Engagement Grant provides funding to individuals and organisations wishing to organise events that will engage the public with exciting and important aspects of ecology. The Ecological Engagement Award is an annual award to recognise an exceptional contribution to facilitating the use and understanding of ecology.

For more information on these grant schemes please go to the BES website
<http://www.britishecologicalsociety.org/grants/index.php>

Engaging Science Grants Programmes – People Awards Wellcome Trust

These awards provide funding for activities that: communicate biomedical science to the public; improve understanding of the powers and limitations of science; stimulate thought and debate about the wider social impact. The scheme will span historical, social, ethical, cultural and contemporary issues linked to biomedical science. Collaborative or interdisciplinary approaches - as well as novel and imaginative projects experimenting with new ways of engaging the public - are particularly welcome.

Eligibility Applicants must be based in the UK or the Republic of Ireland and the activity must take place in the UK or the Republic of Ireland. Applicants are usually affiliated to organisations, but can apply as individuals. The scheme is open to a wide range of people, including mediators and practitioners of science communication; science centre/museum staff; artists; educators; health professionals; and academics in bioscience, social science, bioethics and history. Organisations might include: museums and other cultural attractions; arts agencies; production companies; broadcast media; schools; local education authorities; universities and colleges; youth clubs; community groups; research institutes; the NHS; and science centres. Partnership projects (between different people and organisations, e.g. scientists and ethicists, educators and artists) are welcomed.

Deadline 3 April 2009, 17 July 2009, 16 October 2009, 29 January 2010 Decisions will be made approximately three months after the deadline

Awards Up to £30,000 for a maximum of three years

Contact Public Engagement
Wellcome Trust
Gibbs Building
215 Euston Road
London NW1 2BE
UK
Tel: 020 7611 8801
people@wellcome.ac.uk
<http://www.wellcome.ac.uk/Funding/Public-engagement/Grants/index.htm>

National Science and Engineering Week Awards Research Council UK (RCUK)

All applicants should address public interests, explore underlying concepts and issues, rather than the straightforward provision of information, be interactive and participatory, and so enhance public access to science, scientists and the processes of science, be suitable for use and/or adaptation by other scientists.

Eligibility Open to Research Council grant holders and postgraduate students, if you think you may be eligible, please check the application guidelines on the RCUK website.

Awards up to £2,000

Contact cheryl.hewer@rcuk.ac.uk
www.rcuk.ac.uk/scienceweek

Millennium Awards (UnLtd)

UnLtd's Millennium Awards provide practical and financial support to people who have both the ideas and commitment to develop projects which will benefit their community.

UnLtd Millennium Awards are funded by the income from a legacy of £100 million granted by the Millennium Commission. This legacy has to be carefully invested so that the income can be obtained for awards for the future - this is what is called a permanent endowment.

Financial Support UnLtd currently offers two levels of award:

Eligibility	UnLtd Millennium Awards are for people over the age of 16, living in the UK and who are applying as an individual or informal group. Projects must benefit the public or a community in the UK; be in need of an UnLtd Millennium Award to ensure their success; offer a learning opportunity for the applicant(s) and be either a new initiative or clear expansion of an existing project
Deadline	Continuous
Awards	UnLtd currently offers two levels of award. Level 1: Awards of between £500 and £5,000 (expected average of £2,000). Level 2: Awards of up to £15,000
Contact	Tel: 0845 850 112 www.unltd.org.uk

Wakeham Trust

Provide grants to help people rebuild their communities, with particular interest in neighbourhood projects, community arts projects, projects involving community service by young people, or projects set up by those who are socially excluded. They also support innovative projects to promote excellence in teaching (at any level, from primary schools to universities), though we never support individuals. We aim to refresh the parts that other funding sources can't reach especially new ideas and unpopular causes. Because we don't appeal to the public for funds, we can take risks. Because we are mostly run by volunteers, we can afford to make very small grants, without our funds being eaten up by administration costs. We favour small projects - often, but not always, start-ups. We try to break the vicious circle whereby you have to be established to get funding from major charities, but you have to get funding to get established.

Eligibility	Money will only be awarded to a registered charity.
Deadline	Continuous
Awards	£75 - £750
Contact	The Wakeham Trust Wakeham House, Rogate, Petersfield. GU31 5EJ Tel: 01730 821748 wakehamtrust@mac.com www.wakehamtrust.org

Partnerships for Public Engagement (PPE) Awards scheme (EPSRC)

The PPE Awards aim to aid the communication of the excitement of fundamental and applied research in science and engineering to the public. This includes issues such as sustainable energy, nanotechnologies, information and communications technologies, and engineering that relates to today's society.

- Eligibility** Applicants should normally hold or have held an EPSRC research grant or fellowship, and the research being communicated needs to be within the EPSRC remit.
- Deadline** Check website for details.
- Awards** Small amounts of funding, generally below £20,000, may be made available for projects which require a quick response, such as those linked to special public events like science festivals.
- Contact** Katherine Miller, Public Engagement Projects Manager
Katherine.Miller@epsrc.ac.uk
www.epsrc.ac.uk/publicengagement

Holmes-Hines Memorial Fund Administered by EPSRC

Small awards are available to help individuals or organisations with activities related to science and engineering for which public funds are not available. Applications can be in any area of science and engineering. This grant funds annual prizes, scholarships, exhibitions or research grants, the incidental expenses of visiting scientists, the purchase of scientific apparatus and equipment, and funds for 'such other purposes for the advancement of scientific knowledge as the council shall see fit'.

- Eligibility** The grant can be used to help individuals or organisations and offers awards for activities related to science and engineering for which public funds are not available. Although the fund is administered by the EPSRC, awards are not restricted to subjects falling within the EPSRC remit and applications can cover any area of science or engineering.
- Deadline** There is no set date for applications and no special form or format.
- Contact** Alison Hughes, EPSRC, Polaris House, North Star Avenue, Swindon, SN2 1ET.
Telephone: 01793 444223.
holmeshines@epsrc.ac.uk
<http://www.epsrc.ac.uk/PublicEngagement/Schools/HolmesHines.htm>

Small Awards Scheme

Science and Technologies Facilities Council (STFC)

The Science and Society programme Small Awards Scheme provides funds for small, local or 'pilot' projects promoting STFC science and technology. Anyone can apply, including the research community, schools, museums, etc. Expenditure can go towards materials, salaries and travel & subsistence. Projects must be relevant to publicising or teaching the STFC-funded science areas, namely particle physics, nuclear physics, space, ionospheric, solar and planetary science, astronomy, astrophysics or cosmology.

Eligibility Open to researchers funded by any of the Research Councils

Awards £500 - £15,000

Contact Polaris House, North Star Avenue, Swindon. SN1 1SZ

Tel: 01793 442098

www.stfc.ac.uk/PandS/Fund/Sml/Contents2.aspx

Waitrose Community Matters

Each trading month, Waitrose branches have £1,000 to divide between three local organisations– such as welfare organisations, community groups, schools or local divisions of national charities. Under the scheme, customers nominate organisations, with the final decision made by PartnerVoice forums (Waitrose's local democratic bodies). Each branch will have a Community Matters Champion, who will find out about potential beneficiaries.

Awards Customers are offered a token every time they shop, these are then inserted into one of three Perspex tubes – one for each organisation. At the end of the month the tokens for each organisation are weighed and the beneficiaries receive a proportion of the cash.

Deadline A chosen charity can feature twice in one year, reapplying six months after the previous cheque has been received.

Contact Pick up a Community Matters green form at your local Waitrose, fill it in with your local details and hand in to the information desk.

Alternative lists of grants for science activities can also be found at:

www.chemlabs.bristol.ac.uk/outreach/resources

www.royalsoc.ac.uk/page.asp?id=1999

Other Organisations that you could contact

Don't underestimate the importance of the local area – many companies who operate in communities have community support awards and schemes which may be able to help with your project. Your British Science Association regional officer may be able to offer you further advice, their contact details can be found on the British Science Association website www.britishscienceassociation.org

Your local library

This is a good reference source for further funding. Try the Directory of Grant Making Trusts and also ask for information on local trusts.

Your local supermarket or high-street store

A large proportion of high street stores, such as Boots, WHSmith, Tesco, B&Q etc, have charitable trust funds set up for use in their local area. This is part of their corporate and social responsibility. Check individual websites for details.

Your local STEMPOINT or Education Business Partnership

Contact your local **STEMPOINT** or **Education Business Partnership** to see if they are aware of any local funding, potential sponsors, are running any activities or would be willing to collaborate on a project.

www.stemnet.org.uk

www.nebpn.org

Teachernet – lists grants or funding for various outdoor education and sustainable schools projects.

www.teachernet.gov.uk

The Charity Commission

The Charity Commission also produce a variety of leaflets to guide registered charities, including one on VAT.

Tel: 0870 3330123.

www.charity-commission.gov.uk

Big Lottery Fund

The Big Lottery Fund is a new organisation that will hand out half the money for good causes from the National Lottery. The fund will support charities, the voluntary sector and projects concerned with health, education and the environment. It will be a fund for community transformation, from smaller grants at local level through to big capital projects, intended to regenerate and revitalise communities.

www.biglotteryfund.org.uk

Scottish Natural Heritage - www.snh.org.uk/wwo/grantsupport.asp

The Countryside Council for Wales offer grants of varying sizes to public bodies, non-public bodies and to individuals for projects or programmes which meet the current objectives of the organisation. See the website for details.

www.ccw.gov.uk/generalinfo/

Community Foundation Network

These are independent charities operating across the UK, they operate a range of schemes, and it is worth finding out whether your local foundation has a scheme that could benefit your event/project.

Tel: 020 7422 8611

Contact email: network@communityfoundations.org.uk

www.communityfoundations.org.uk

English Nature - www.english-nature.org.uk/about/grant.htm

Directory of Scottish Grant Making Trusts -

www.scvo.org.uk/publications/pdf_files/grantmakingtrusts.pdf

John Lyon's Charity

Gives grants to groups and organisations for the benefit of children and young adults who are resident in the London boroughs listed here. Grants from the Charity are restricted to those areas and are made in accordance with certain rules covering allocation and consultation with local authorities. In general the Charity only gives grants to groups and organisations which are registered charities or who have automatic charitable status. In exceptional circumstances applications will be considered from organisation with charitable status pending.

The National Science and Engineering Week team is here to help. If you have any questions or you simply want to go over your application get in touch.

National Science and Engineering Week Team

The British Science Association

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nsew@britishscienceassociation.net

www.nsew.org.uk

