



The Company of Biologists Sustainable Conferencing Grant

Applicant Handbook

This Handbook will help you to complete your application and to understand the terms and conditions of the Sustainable Conferencing Grant. Please read thoroughly before submitting your application.

What is a Company of Biologists Sustainable Conferencing Grant?

- Sustainable Conferencing Grants are being offered up to a maximum of £2,500 to fund innovative ideas that will enable events to become sustainable. Applicants are encouraged to come forward with ideas. Examples might include, but are not limited to:
 - Ideas that will reduce travel requirements and increase accessibility and inclusivity;
 - Ideas that will improve interaction opportunities for geographically diverse participants;
 - Ideas that will improve the ‘human’ experience of virtual meetings.
- The grant may be used for a wide range of activities including conferences, workshops, seminars, training, networking and sandpitting.
- Whilst the Sustainable Conferencing Grants are open to organisers of seminars, funding will generally be limited to one grant per series. An exception may be made for a new, exciting and more innovative proposal within the same series.
- It is necessary under the law of England and Wales, for grants to be provided on terms which enable us to verify that the funding provided has been put to proper use and is in furtherance of our charitable purposes. As such, our grants are subject to terms and conditions which are non-negotiable and it is for you to decide whether or not to accept our grant on the terms offered.

Who can apply for a Sustainable Conferencing Grant?

- The individual who completes the application must be in the organising group for the event.
- Applications from professional fundraisers and conference agencies are generally not considered.
- Sustainable Conferencing Grants cannot be awarded retrospectively, with decisions taking up to 6 weeks after the deadline date.
- Although there is no restriction on nationality, we are unable to pay awards to recipients in jurisdictions, countries or regions of the world subject to sanctions, embargoes or other political trade restrictions put in place by the United Nations, the EU or the UK.

How are applications assessed?

- Applications are initially evaluated by the Sustainable Conferencing Committee, a shortlist for funding is selected which is then submitted to the Board of Directors for approval. If your application is unsuccessful at this stage, you will be notified immediately.
- Successful applicants will be required to sign our Sustainable Conferencing Grant Agreement and provide bank details to enable funds to be electronically transferred in GB Pounds.
- Shortlisted applicants will normally be informed of the outcome of their funding request within 6 weeks of the application deadline.

Completing the application:

- All sections of the application must be completed unless specifically stated.

- The application and all supporting documents must be submitted in English.
- Applications will not be considered retrospectively.
- Incomplete applications will **not** be accepted.
- **Name and address of the contracting party for the purposes of the Grant Agreement.** It is **important** that the individual/institution **legally authorised** to sign on behalf of the organiser group is declared.
- **Details of professional organiser being used.** Applications from professional fundraisers or conference agencies will not generally be considered. Any exceptional circumstances should be declared.
- **Topics/programme outline & proposed speakers.**
- **Outline budget for the meeting.**

Application deadlines:

- Please refer to our website <http://www.biologists.com/grants/>.

Reports from successful applicants:

- Successful applicants will be required to provide a short report within 3 months of the event taking place. Your report should include feedback about the tools used/support provided, describing what did and did not work, value for money and any ideas for future improvement. It should also include details of how the Sustainable Conferencing Grant was acknowledged and where possible, feedback from delegates.
- The Company of Biologists may use material from Sustainable Conferencing Grant reports on our website, social media and other promotional materials. If you have any concerns about the use of your material, please let us know in advance.
- Your report will be retained for at least 7 years and may be inspected by the Charity Commission.

Receipts [evidence of expenditure] from successful applicants:

- We will require receipts to evidence expenditure within 1 month of your event. Evidence of every expense incurred and paid from the Sustainable Conferencing Grant must be provided or monies returned.
- Receipts may be scanned and submitted via the Online Application portal. Alternatively, original receipts can be mailed to the Charity Administrator, The Company of Biologists Limited, Bidder Building, Station Road, Histon, Cambridge CB24 9LF, UK.

Terms & Conditions:

- If you wish to accept our Sustainable Conferencing Grant, you will be required to sign the Grant Agreement. The terms of this Agreement are non-negotiable. If you are unable to accept the terms offered, we will consider your request for funding withdrawn.
- Funds will be paid direct into your institution or meeting bank account. We are unable to make transfers into an individual's personal bank account.
- We require you to acknowledge receipt of grant funds.
- Awarded funds must be returned in full if for any reason the event is not held.
- Sustainable Conferencing Grant funds can only be used to support the event specified in the original application.
- As this funding is a grant and not sponsorship, we **do not require an invoice**.
- We require you to acknowledge 'The Company of Biologists' contribution to your meeting/conference/workshop on your website and in any printed material circulated about the event. We would ask that this acknowledgement include our company name 'The Company of Biologists', our logo and web address.