



The Company of Biologists Scientific Meeting Grants (including Sustainable Conferencing funding)

Applicant Handbook

This Handbook will help you to complete your application and to understand the terms and conditions of both the Scientific Meeting Grants and Sustainable Conferencing funding. Please read thoroughly before submitting your application.

It should be noted that 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.

What is a Company of Biologists Scientific Meeting Grant?

- Scientific Meeting Grants are being offered to organisers to assist financing a range of events including, but not limited to, meetings, workshops and conferences in the fields relevant to our journals, covering expenses such as a plenary or keynote speaker, assistance with travel for early career scientists, or to reduce (or waive) registration fees.
- Grants in excess of £6,000 are awarded only in very exceptional circumstances. Typically grants are awarded on a sliding scale, for example meetings with fewer than 100 people may receive up to £2,000, whereas a meeting with 400 people may receive £4,000.
- Scientific Meeting Grants are not for the purpose of supporting attendance at scientific meetings, conferences or training courses.

What is Sustainable Conferencing funding?

- Applications are invited using the same online process as the Scientific Meeting Grant.
- Sustainable Conferencing funding is being offered to:
 - **finance innovative ideas** that will enable events to become sustainable (maximum £7,000 but funding is generally limited to £2,500). Applicants are encouraged to come forward with proposals which might include, but are not limited to the following categories (note that proposals may cover more than one category but combined totals in excess of £2,500 will be awarded only in exceptional circumstances):
 - Ideas that enable events to become more sustainable (up to £2,500)
 - Additional cost of new technology (up to £2,500)
 - Initiatives to reduce the environmental footprint of the event (up to £1,000)
 - Where evidence is provided that more than 50% of non-local speakers* travel by train (up to £1,000)
- Funding may be used for a wide range of activities including conferences, workshops, seminars, training and networking.
- Whilst the Sustainable Conferencing funding is 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.

* Definition: A non-local speaker is a speaker whose journey to the conference could have reasonably taken place by air.

Who can apply for a Scientific Meeting Grant (including Sustainable Conferencing funding)?

- 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.
- 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 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 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.
- Please note that whilst the quality of science remains paramount, we would prefer to support events where organisers have sought maximal feasible diversity in speakers in terms of geography, gender and age. In addition, where attendance at events is selective, then we would expect such points to also be influential. We invite applicants to make a statement on these issues in their application for funding.

Completing the application:

- 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** not to exceed 2 pages.
- **Speakers/proposed speakers** not to exceed 2 pages.
- **Outline budget for the event.** Please complete either the appropriate budget template.
- **Funding sought from other sources.** If you have applied or intend to apply to other funding bodies, then please provide details including the amount requested.

Scientific Meeting Grants will **not** fund:

- Expenditure on capital equipment and capital building proposals
- Removal expenses
- Undergraduate expeditions and courses
- Prizes, e.g. posters
- Social/political networking
- Conference dinners/social events/refreshment breaks
- Tuition fees
- Payments for the employment of staff
- Abstract books
- Publishing expenses, e.g. page charges
- Series of meetings year on year
- Intra-institutional events, e.g. departmental seminars, etc.
- 'Core costs', i.e. overheads
- Field excursion costs for summer post grad schools/courses
- Website management

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.
- Where funding has been provided for sustainable conferencing, 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 funding was acknowledged and where possible, feedback from delegates.
- The Company of Biologists may use material from 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.

Terms & Conditions:

- If you wish to accept our Scientific Meeting and/or 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/event bank account. We are unable to make transfers into an individual's personal bank account.
- We require you to acknowledge receipt of funds.
- Awarded funds must be returned in full if for any reason the event is not held.
- 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 event 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.

**** Scientific Meeting Grant Agreement - For information ****

THIS AGREEMENT is made on [Enter date and year]

BETWEEN:

(1) THE COMPANY OF BIOLOGISTS LIMITED (registered charity no. 277992, registered company number 0514735) whose registered office is at Bidder Building, Station Road, Histon, Cambridge, CB24 9 LF (the "Charity") and

(2) [enter full name of applicant] of [enter address of applicant] (the "Applicant")

THE GRANT

The Directors of the Charity have approved a grant of £[enter amount] (the "Grant") to the Applicant, subject to the terms and conditions of this Agreement.

1 PURPOSE OF GRANT

1.1 The Grant has been approved by the Grant Committee to fund [enter details. I.e. the costs of the plenary or keynote speaker(s) attending a meeting / workshop / conference] entitled, [enter title and other details of meeting / workshop / conference]] to take place on [enter date] ("the Meeting").

2 DURATION

2.1 Subject to the provisions for earlier termination contained in this Agreement, this Agreement will come into effect on the date of this Agreement and shall continue until either receipt by the Charity of the Report as set out in clause 3, or the repayment of the Grant in full in accordance with clause 7.

3 OBLIGATIONS OF THE APPLICANT

3.1 In addition to the obligations contained elsewhere in this Agreement, the Applicant:

3.1.1 undertakes to apply the total Grant strictly for the purpose set out in clause 1 of this Agreement and for no other project or purpose;

3.1.2 undertakes to prepare 250 - 500 word report of the Meeting (the "Report"), and then post the Report onto the Charity's website portal used by the Applicant to make the Application ("Applicant Portal") within 3 months after completion of the Meeting. The Report must include an assessment of the impact and outcome of the Meeting.

3.1.3 warrants that:

3.1.3.1 the Report shall contain the Applicant's own original material only and that the Applicant shall seek consent from a third party to the extent that the Report contains any content, intellectual property rights or any other rights owned by such third party;

3.1.3.2 the Report shall not contain any confidential information belonging to a third party;

3.1.3.3 the rights in any photographs contained in the Report are owned by the Applicant and Applicant shall obtain any necessary permissions to publish the photographs on the Applicant Portal; and

3.1.3.4 neither the Report, nor any photographs contained within it, shall contain any material that is defamatory, obscene or unlawful in any way,

3.2 The Charity requests that the Applicant acknowledges the Grant in all publications, presentations and other printed or online materials referring to the Applicant's work and that the acknowledgement shall include the full name of the Charity, the name of the Sponsoring Journal and the Charity's logo and web address.

4 FINANCIAL AND OTHER ARRANGEMENTS

4.1 (a) If the Applicant is an individual(s) the Grant shall be paid direct to a designated bank account established to receive the Grant for the purposes of the Meeting and the Grant will be paid in full on receipt by the Charity of a signed copy of this Agreement;

(b) If the Applicant is an organisation the Grant will be paid to the organisation (subject to agreement by the Charity) as directed by the Applicant organisation to a bank account connected to the organisers of the Meeting - in full on receipt by the Charity of a signed copy of this Agreement;

4.2 All correspondence relating to this Grant shall be marked for the attention of the "Charity Administrator".

5 LIABILITY

5.1 Nothing in this Agreement shall limit the liability of either party for death or personal injury resulting from its negligence, fraudulent misrepresentation or any other liability which cannot be excluded by law.

5.2 Save as set out in clause 5.1, the parties hereby agree that the Charity's liability is limited to the payment of the Grant in accordance with the terms and conditions of this Agreement and the Charity shall not incur any further liability in connection with the Meeting.

6 TERMINATION

6.1 The Agreement may be terminated forthwith:

6.1.1 by the Charity on written notice, if the Applicant fails to comply with their obligations under this Agreement and in the case of any such breach capable of remedy has failed

to remedy the breach within 28 days after receipt of written notice to do so;

6.1.2 by the Charity if the Applicant does or suffers to be done anything which in the Charity's Directors' reasonable opinion is likely to bring the name or reputation of the Charity into disrepute; or

6.1.3 by either party if the other party (i) is unable to pay its debts as they fall due, (ii) passes a resolution for winding up (other than for the purposes of a solvent amalgamation or reconstruction) or if a court of competent jurisdiction makes an order to that effect, (iii) enters into a composition or scheme of arrangement with its creditors or if a receiver, manager, administrator or administrative receiver is appointed over any of its assets, (iv) ceases or threatens to cease to do business; or (v) an analogous event occurs to the other party in any jurisdiction.

7 RETURN OF GRANT

7.1 Subject to clauses 7.2 and 7.3, in the event that the Applicant is unable to use the Grant (or any proportion of the Grant) in connection with the Meeting for any reason, or if the Meeting is postponed beyond six months from the receipt of the Grant, the Charity Administrator shall be notified immediately and the Grant (or the unspent portion of the Grant) shall be returned in full to the Charity within fourteen days of notification.

7.2 The Charity reserves the right to request repayment of the Grant (or any proportion of the Grant) in the event that the Applicant does not supply the Report referred to in clause 3.1.2 or if in the Directors' reasonable opinion the Grant has not been spent in accordance with the terms of this Agreement.

7.3 In the event of the early termination of this Agreement, the Applicant shall pay back the Grant to the Charity in full, within fourteen days of the termination date.

8 GENERAL

8.1 All notices, enquiries, progress reports or other queries, required to be given pursuant to this Agreement shall be sent to the addresses shown above (or such other address as may be advised from time to time).

8.2 Any notice to be served on the parties shall be sent by pre-paid recorded delivery or registered post and shall be deemed to have been received within 72 hours of posting.

8.3 Nothing in this Agreement shall be deemed to constitute a partnership or agency agreement between either of the parties to it.

8.4 Clauses 3.1.3, 3.1.4, 5 and 7.3 shall survive the termination of this Agreement.

8.5 No variation of this Agreement will be effective unless agreed in writing by or on behalf of each party.

8.6 Neither party shall assign or transfer, or purport to assign or transfer, any of its rights benefits or obligations under this Agreement without the prior written consent of the other party.

8.7 This Agreement constitutes the entire agreement and understanding between the parties with respect to the subject matter of this Agreement, and supersedes and extinguishes any prior drafts, agreements, undertakings, understandings, promises or conditions, whether oral or written, express or implied between the parties relating to such subject matter.

8.8 The parties to this Agreement do not intend that any of its terms will be enforceable by virtue of the Contracts (Rights of Third Parties) Act 1999 by any person not a party to it.

8.9 This Agreement and any dispute or claim arising out of or in connection with it (including any non-contractual claims or disputes) shall be governed by and construed in accordance with the laws of England and Wales and the parties irrevocably submit to the exclusive jurisdiction of the English courts

8.10 Each party warrants to the other that, at the date of this Agreement it has full power and authority and has obtained the consent of any third party necessary, to enter into and perform this Agreement.