



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 the Scientific Meeting Grant and Sustainable Conferencing funding. Please read thoroughly before submitting your application.

We encourage organisers to include a virtual element in their event, making them more accessible to a larger and more diverse audience and promoting inclusivity, accessibility and sustainability.

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 help to finance a range of charitable activities 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.

We will not fund:

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

What is Sustainable Conferencing funding

Applications are invited using the same online process as the Scientific Meeting Grant to apply for sustainable conferencing funding.

This funding may be used for conferences, workshops, seminars, training and networking to enable organisers to:

Fund innovative ideas that will enable events to become sustainable (maximum £2,500). Applicants are encouraged to come forward with proposals which might include, but are not limited to ideas that will:

- reduce travel requirements and increase accessibility and inclusivity
- improve interaction opportunities for geographically diverse participants
- improve the 'human' experience of virtual meetings

Encourage the reduction of the environmental footprint of the event (maximum £1,000):

- initiatives that will aid sustainability of the event
- where more than 50% of non-local speakers* travel by train. Evidence will be required
*(*Definition: A non-local speaker is a speaker whose journey to the conference could have reasonably taken place by air)*

Organisers will be asked to briefly summarise how their meeting is addressing environmental and social/sustainability issues.

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.

We will not fund:

- conference bags or gifts (mugs, pens etc.). We discourage conference organisers from providing free gifts, even if sustainably sourced.
- apps UNLESS they contribute to sustainable conferencing practices beyond simply avoiding printing a conference booklet. We do however encourage applications for innovative apps that facilitate remote interactions
- electric screens for displaying posters or conference information at in-person meetings.
- costs associated with catering (eg sustainably sourced food or re-usable cutlery). We encourage sustainable catering, but do not fund it through this funding scheme.
- offsetting carbon expenditure from flights. Our aim is to encourage and explore changes in behaviour, so while offsetting may be helpful in cases where flying is unavoidable, this is not something we fund through this scheme.

Who can apply for a Grant?

- The individual who completes the application must be in the organising group for the meeting.
- Applications from professional fundraisers and conference agencies are generally not considered.
- Grants cannot be awarded retrospectively, with decisions taking 6-8 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 a 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 6-8 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:

- 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** not to exceed 2 pages.
- **Speakers/proposed speakers** not to exceed 2 pages.
- **Outline budget for the meeting.** Please complete the budget most appropriate for your event.
- **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.

Application deadlines:

Please refer to website: <https://www.biologists.com/grants/meeting-grants/>

Reports from successful applicants:

- Successful applicants will be required to provide a short report within 3 months of the event taking place.
- The Company of Biologists may use material from your Grant report 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 Meeting Grant and/or Sustainable Conferencing funding, you will be required to sign a Grant Agreement. The terms of this Agreement are non-negotiable and 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.
- 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 ask that 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.