



The Company of Biologists Small Meeting Grants

Applicant Handbook

This Handbook will help you to complete your application and to understand the terms and conditions of the Small Meeting Grant, and to complete your application using our [online system](#). **Please read thoroughly before submitting your application.**

What is a Company of Biologists Small Meeting Grant?

- Small Meeting Grants are intended to cover the cost of a running small meeting in the fields of the Company's journals - - [Development](#), [Journal of Cell Science](#), [Journal of Experimental Biology](#) and [DMM \(Disease Models & Mechanisms\)](#).
- Small meetings would normally be arranged on a small budget and be a local meeting taking place on one day.
- Applications for support for aspects of large meetings will not be considered for a Small Meeting Grant.
- Small Meeting Grants do not support attendance at scientific meetings, conferences, or training courses.

We will not fund:

- Attendance at scientific meetings, conferences, or training courses
- Larger meetings with total budgets of greater than £1,000
- Any aspects of larger meetings
- Events discussing topics not covered by our journals
- Delegation/registration fees
- Undergraduate expeditions and courses
- Prizes (e.g. posters)
- Social events including dinners, refreshments and networking
- Training, tuition or course fees
- Abstract books
- Payments for the employment of staff
- Publishing expenses (e.g. page charges)
- Field excursion costs for summer post-grad schools/courses
- Website management

Who can apply for a Small Meeting Grant?

- The individual who completes the form must be the organiser for the meeting.
- Applications from professional fundraisers and conference agencies are generally not considered.
- Grants cannot be awarded retrospectively, and applicants are informed of funding decisions are up to five weeks after each application submission.
- 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 to apply

- Organisers can apply for a Small Meeting Grant using our [online application system](#).
- All sections of the application must be completed unless specifically stated.
- The application must be submitted in English.
- Applications will not be considered retrospectively.
- Incomplete applications will **not** be accepted.
- Notes on individual sections:
 - **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.
 - **Brief outline of meeting budget & justification for funding requested.** It is important to include a breakdown of the use of the requested funds (up to a maximum of £400), and a justification for the funding requested.
 - **Description of meeting** All bullet pointed elements outlined in that section are to be included but is not to exceed 500 words.

What is the application process?

- Following an initial evaluation by the Managing Editors, applications are submitted to a member of the directorate for assessment.
- Applications are assessed on the scientific quality of the meeting.
- We aim to inform applicants of the outcome of their funding request within 5 weeks following receipt of the application.
- Successful applicants will be required to sign our Grant Agreement and provide bank details to enable funds to be electronically transferred.

Terms & Conditions:

- Funds will be paid direct into a bank account in the name of your institution or meeting. We are unable to make transfers into an individual's personal bank account.
- If you wish to accept a Small Meeting Grant, 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.
- We require you to acknowledge receipt of grant funds.
- Awarded funds must be returned in full if for any reason the meeting is not held.
- Small Meeting Grant funds can only be used to support the meeting specified in the application form.
- As this funding is a grant/donation 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. This should include our company name 'The Company of Biologists', our [company logo](#) and our web address (biologists.com).
- Reports:
 - Successful applicants will be required to provide a short report (250-500 words) within three months of the event taking place.
 - The Company of Biologists may use material from your report on our website, in social media, and in 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 seven years and may be inspected by the Charity Commission.