



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. **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.
- 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.

Who can apply for a Small Meeting Grant?

- The individual who completes the form must be the organiser for the meeting.
- 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 assessed on the scientific quality of the meeting.
- We aim to inform applicants of the outcome of their funding request within 4-5 weeks from the date of receipt of the application.

Completing the application form:

- All sections of the application form must be completed unless specifically stated.
- The application form must be submitted in English.
- Applications will not be considered retrospectively.
- Incomplete applications will **not** be accepted.

We will **not** fund:

- Undergraduate expeditions and courses
- Prizes, e.g. posters
- Social/political networking
- Conference dinners/social events/refreshment breaks
- Tuition fees
- Abstract books
- Field excursion costs for summer post grad schools/courses

Reports from successful applicants:

- Successful applicants will be required to provide a short report within 3 months of the meeting taking place.
- The Company of Biologists may use material from Small Meeting 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:

- Funds will be paid direct to an institutional bank account, or a designated account created for the purpose of the meeting, once the grant has been approved. We are unable to make transfers into an individual's personal bank account.
- We require you to email accounts@biologists.com to confirm that you have received your payment.
- 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 require you to acknowledge The Company of Biologists' contribution to your meeting 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 company logo and web address www.biologists.com.