# Application for additional funding for Local Sections

To apply for additional top up funding, please fill in the form below and submit it to [networks@rsc.org](mailto:networks@rsc.org). Applications will be reviewed quarterly by a sub-group of Member Networks Committee.

Deadlines for applications are 1 January, 1 April, 1 July and 1 October.

**Terms of application**

**Purpose**

1. The grant must be used towards activities that achieve the Local Sections’ aims and benefit their membership and local community in accordance with their trust deeds, and which they are unable to organise with their current level of funds.
2. Applications for funding for outreach activities should apply to the Outreach Fund.
3. Organisers should take into account the diversity of their members, including where possible a diverse speaker programme, and the accessibility and inclusivity of the event.

**Application**

1. The applicant must be a member of the Royal Society of Chemistry and of the Local Section committee on whose behalf they are applying.
2. If an application covers more than one activity please state the split in funding for each activity.
3. A report of the activity that the additional top up funding has been used for must be submitted to Member Networks Committee on completion of the activity.
4. If there is a contract to be signed over the value or liability of £10,000 approval to sign the contract must be sought from the Member Communities Board.
5. If the overall Royal Society of Chemistry budget or liability is over £15,000 approval to sign the contract must be sought from the Member Communities Board.
6. Funding for the event should be obtained **before** the Local Section has committed to organising the event, in case of any problems obtaining funds. Requests for retrospective funding will not be accepted.
7. If approved, payments will be made into the Local Section’s bank account as soon as possible after approval.
8. Requests for funding over £2,000 are unlikely to be considered.

# Application form for additional funding – Local Section

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| --- | --- | --- |
| **1** | **Activity title:** |  |
| **2** | **Amount of funding requested:** | £ |
| **3** | **Date(s) of activity/ies (DD/MM/YYYY):** | \_\_/\_\_/\_\_\_\_  \_\_/\_\_/\_\_\_\_ |
| **4** | **Location of activity:** |  |
| **5** | **Current bank account balance (please state if money is already allocated to other projects/events):** |  |
|  |  | |
| **6** | **Contact information:** | |
|  | **Name**:  **Local Section** (committee applying for the funding)**:** |  |
|  |  | |
| **7** | **Please describe your activity (less than 500 words):**   * **Why is this event important for your community?** * **How many members do you expect to engage with?** * **What do you expect the impact of the event to be?** | |
|  |  | |
| **8** | **Budget. Please write below/ attach an estimate of your expenditure and income, and include answers to the questions below.**   * Are we the sole funders of the event? If not, how else are you planning on funding the event? * Have you applied to any other Royal Society of Chemistry funds (e.g. Outreach, Divisions)? | |
|  |  | |
| **9** | **Please give details of any reserve funds available to you and why they cannot be used to cover the funds requested.** | |
|  |  | |
| **10** | **If you are collaborating with another member network (Interest Group, Local Section committee, Early Career Network, Division), please state the name of this network and your contact below.** | |
|  |  | |

When organising your event, remember to conduct an [appropriate risk assessment](https://www.rsc.org/events/otherinformation/risk-assessment/) of your event and to consider the [inclusivity and accessibility of the event](https://www.rsc.org/globalassets/02-about-us/our-strategy/inclusion-diversity/v18_co_member-networks-conference_inclusive-event_a5_4pp_web.pdf) and consider the diversity of our members.