**RSC Manchester LSM Funding Application Form**

Please complete this form using the guidance on the opposite page and return it to Dr Laurie King (L.King@mmu.ac.uk) to request funding for your project or event. Do not use this form for research funding, instead contact Mark McLaughlin (M.McLaughlin@mmu.ac.uk) for research-related funding.

1. **Your details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Email** |  |
| **Affiliation** | *e.g. host institution* | **Telephone** |  |
| **Project start date** | *DD/MM/YYYY* | **Project end date** | *DD/MM/YYYY* |
| **RSC Membership Number** | *Input your 6 digit membership number – projects will not be funded to non-members* | **Sub-committee** | *Please indicate whether your event falls under scientific, professional, early career, educational or social* |

1. **Brief project/event description**

|  |
| --- |
| *Please input a brief description of your project or event in 150 words. Include the event title, purpose, and target audience and size. Use the Guide subsections below.****Title:******Purpose:******Target audience:*** |

1. **Budget and Justification**

|  |
| --- |
| *Please provide a brief project budget and justification for the budget in 200 words. The committee will use this section to judge the necessity of such expenditure. A statement of why other sources of funding cannot be sought is also requested.* |

1. **Benefit to Local Section**

|  |
| --- |
| *Please outline in 200 words the benefits that your project or event will bring to the Local Section, including its expected numbers and impact. Projects will only be funded that take place within the confines of the LSM’s area of service (see* [*LSM website*](https://www.rsc.org/Membership/Networking/LocalSections/ManchesterAndDistrict/) *for details)* |

1. **Declaration**

Please check this box to confirm you are happy to write a short report for the Manchester and District Local Section’s annual report [ ]

By signing this form, the applicant is confirming that they will use the funding for the purpose stated within this application.

Applicant signature:\_\_\_\_\_\_\_\_\_\_\_\_

Date: DD/MM/YYYY

**Guidance Notes**

***About this form***

This fund is intended for Manchester and District RSC members to request small amounts of money for events and projects to be held across the District, encompassing Education, Professional, Social, and Early Career Network sub-sections of the District. It is **not** intended for travel grants, research support, or any other research-related activity. Forms should be completed and submitted to the Secretary, Laurie King (L.King@mmu.ac.uk), who will distribute the forms to the appropriate sub-committee. Each sub-committee will initially judge the proposals on their strengths, most notably for their impact on the Manchester and District community. The sub-committee will then report the best projects to the main committee who will make the final decision.

***Review of applications***

Applications are reviewed on a quarterly basis by the Manchester and District committee. A member of the committee will contact you with a decision and details on how to claim your award shortly after consideration at the committee.

***Types of projects***

The District encourages applications with a focus on Education, Professional, Social and Early Career Network events. There is no restriction to the nature of the project (except for the preclusion of research-based activities), however a full justification of the project and in particular its target audience and impact on the District is necessary for awards to be made. Example projects or events include:

* CPD sessions for chemical scientists;
* Travel/subsistence for guest lecturers or teaching sessions in your school;
* Undergraduate travel expenses for local events;
* Manchester Science Festival events;
* Materials for a stand at a larger event;
* Virtual demonstrations;
* Travel grants for educational visits.

The above list is non-exhaustive. Applicants are encouraged to contact the local section chair, Dr Edward Randviir (E.Randviir@mmu.ac.uk), with project/event suitability requests.

***Funding available***

Up to £500 is available for your project/event

***Risk assessment***

All RSC funded events must have a full written risk assessment. The level of risk assessment with RSC events is dependent upon the type of event, which are categorized as “green”, “blue” or “red” events. Please follow the guidance on the risk assessments page of the RSC website for further information ([link](https://www.rsc.org/our-events/otherinformation/risk-assessment/)).

***Covid-19***

The RSC’s policy is to have all events virtual until July 2021. This should not prevent members from applying for funding to be used for physical events after this date. Please note that this is under review continually by the RSC and events may be cancelled at short notice.

***Reporting***

Every event the District fund is reported to the RSC through the annual report by the District secretary. A condition of funding award is that the applicant commits to writing a short report summarising the event, including how the funding was spent. Please ensure you check the box on the application else your application will not be considered.