

## **BES Regional Fund**

### **- Application guidance and terms and conditions**

A maximum of £1,000 is available to BES members to conduct activities supporting the Society's Strategic Aims for communicating the excitement and importance of ecology with public audiences.

#### **Activities the Fund can support**

The list below includes a non-exhaustive selection of activities suitable for funding. Activities not listed will be considered if they meet the Aims of the Society and Fund outlined below.

- **Events and digital projects:** e.g. stand fees or venue hire costs, material costs, travel / accommodation / subsistence support for volunteers, materials costs, video/ audio recording or web hosting costs, marketing and promotion materials, hiring of digital production experts, hiring of contractors.
- **Training others:** e.g. travel, accommodation and subsistence support for attendees or speakers, catering costs, materials costs, day-rate fees for training providers, venue hire costs, training resource production, video/ audio recording or web hosting costs.
- **Resource production:** hiring of digital production experts, purchasing or renting of equipment to produce resources, printing and production costs.

#### **Aims of the Regional Fund**

In addition to projects that support any of the BES Strategic Aims listed below, the Fund particularly encourages applications that achieve the following:

- Support BES members new to conducting public engagement and science communication
- Pilot novel methods of communicating with public audiences, particularly when engagement may inform behavioural change or encourage ecological career prospects
- Reactively support projects taking advantage of public engagement opportunities
- Add ecological impact to existing projects or events lacking such content
- Encourage interdisciplinary collaborations
- Production of digital and physical engagement materials others can use subsequently
- Facilitate training that cascades expertise in communicating with public audiences to others

#### **BES Strategic Aims and Public Engagement Programme**

The BES [Strategic Plan 2020 – 2023](#) has outlined the Society's commitment to communicate the value of ecology with public audiences and support its members' ability to deliver impact:

- Increase public groups' awareness, understanding of, and engagement with, ecology
- Promote the use of ecological expertise in solving local and global environmental challenges through evidence based messages
- Demonstrate the diversity of career possibilities related to ecological sciences and expertise
- Reach out to the next generation and encourage life-long learning

- Help ecologists have impact through their research and improve knowledge exchange through networks and encouraging interdisciplinary collaboration

The BES Public Engagement Working Group (PEWG) has been established to guide the development and implementation of the Society's public engagement strategy and programme. The BES Public Engagement Programme includes but is not limited to events and projects communicating ecology with public audiences, providing training in public engagement and science communication, and managing applications to the Regional Fund.

### **Eligibility and assessment criteria**

The BES Regional Fund is open only to BES members. It is a requirement that any successful application includes one or more researchers actively involved with ecological research

Applications will be assessed based on their ability to meet one or more of the BES Strategic Aims and Aims of the Fund, and the clarity of the Application Form including clear details of budgeting and evaluation processes.

We are not able to accept applications that are:

- From individuals that are not based in the UK
- For projects whose target audiences are not primarily UK residents
- For projects where the target audience is exclusively aimed at school children
- 'Top-up' funding for projects with existing funding, unless the BES funds provided are for a distinct and appropriately credited component of the project
- From individuals who have successfully been awarded a previous Communicating with Public Audiences Fund award within the last 12 months.
- Projects already sufficiently funded that they will commence regardless of BES funding
- Funding individuals to conduct activities for their organisation that should reasonably be expected to and able to fund such activities themselves (e.g. activities on behalf of an NGO).
- Activities undertaken by individuals where such activities would be reasonably undertaken as part of their normal paid duties or by others within the same organisation
- Projects must commence within 12 months of the application date.
- Projects with political affiliation or with a political agenda.
- Applications will not be accepted in support of academic or closed meetings, or training events or workshops that do not have public engagement and/or science communication at their core.

### **Obligations of the award**

Any feedback provided by PEWG upon acceptance of your application must be implemented where possible.

Appropriate credits must be given to the BES within the project, including on physical and digital communication materials, and when conducting the project where appropriate.

Successful applicants must complete an evaluation form provided by the BES to submit evidence of evaluation and feedback gathered from the project. Failure to submit a satisfactory report at the end of a grant will mean you are ineligible to apply for further awards.

Successful applicants are also required to submit evidence of expenses incurred at the end of the project via a form provided upon acceptance.

Successful applicants will also be asked from the time of acceptance to provide text and also images where possible of the project to enable the event to publicise and report on the BES website.

### **Timeline for assessment**

Applications are open for submissions year-round, though the annual pot of funds is finite and thus we cannot guarantee that applications received later in the year can be fully funded.

Other thematic 'closed call' submissions will also be advertised, with given criteria for applications and deadlines for applications. Only applications meeting these criteria will be considered.

PEWG aims to provide an initial decision within four weeks after applicants have been provided with an email acknowledgement of receipt of their application by BES staff. However, on occasions processing time can become extended.

After an initial decision has been made, PEWG may provide feedback on an application and request that responses be provided by the applicant before a final decision can be made. The feedback response process can further extend the time period between initial application and potential funding, therefore applicants are advised to submit applications as far in advance of an intended project's start date as possible.

### **Payment process**

Upon final notification of an application as successful, applicants will be sent a Payment Form for completion. Payments will be made by BACS transfer only, therefore successful applicants will be asked to submit their bank account details to enable processing of payments.

The transfer of funds upon returning of the Payment Form to BES staff may take up to one month, and therefore please allow time for payments to occur before committing to any expenditure.

At the end of the project successful applicants are required to submit evidence of expenses incurred in the form of a clearly interpretable excel spreadsheet and provision of associated receipts and invoices incurred.

**Only members of the British Ecological Society (BES) are eligible for this Fund. Application forms are available [online](#), and must be submitted via email to [chrisj@britishecologicalsociety.org](mailto:chrisj@britishecologicalsociety.org)**