**Funding and Supporting our Member Events**

**RSC Republic of Ireland, Local Section**

The Royal Society of Chemistry (RSC) is committed to supporting professional Chemists and promoting an understanding in broader society of the role of Chemistry. The Republic of Ireland Local Section (RoI LS) has a small annual budget through which to support activities and events organised by its RSC members.

A modest level of funding is allocated and distributed by the RoI LS Committee at its meetings (approximately four times per year).

If you wish to apply for funding from the RoI LS, please submit your request to Dr. Joseph Byrne (joseph.byrne@ucd.ie) and make sure **all** of the following are addressed.

* The application must be received **at least one month** prior to the proposed start date of the event.
* Awards will not typically exceed **€500**, however with strong justification **up to €800** may be awarded. This will be evaluated by the Committee on a case by case basis.
* The application should not exceed **3 pages**.
* The application should be based on the template in Annex 1 of this document and must include:
* RSC Membership number(s), name(s) and institutional affiliation(s) of lead and co-applicant(s)
* Type, title and location of the event
* Proposed start date and duration
* Previous history − If new, please explain your motivation for initiating the event
* Target audience and expected numbers (including justification)
* Previous RSC funding received by the applicant(s) and/or the event
* Amount and sources of other funding requested/committed in support of the event (*e.g.* please indicate if there is a proposed registration fee for attendees)
* Amount of RoI LS funding requested (including detailed justification and costings)
* Previous track record of applicant(s) in hosting/managing events of this nature
* Detail how the event will be publicised and how RSC funding will be acknowledged (the event can be uploaded to the RSC Events Database at <https://www.rsc.org/events/submitevent>)
* Adequate consideration of Diversity and Inclusion as stipulated by the RSC (see <http://www.rsc.org/campaigning-outreach/campaigning/incldiv/inclusion--diversity-resources/>)
* Adequate consideration of the risks associated with the event and identification of the appropriate risk banding (see <https://www.rsc.org/events/otherinformation/risk-assessment/?e=1>)
* Expected impact of the event and alignment with the aims of the RSC and RoI LS section (see <http://www.rsc.org/about-us/>)
* Useful information on organising an event (including RSC branding and templates) may be found at <https://www.rsc.org/globalassets/03-membership-community/connect-with-others/through-interests/useful-documents/support-for-activities/events_handbook_tcm18-250734.pdf>

Please note that at certain times of year there may be no funds available to be distributed by the RoI LS. If this is the case, you will be notified at application.

Appeals will not be entertained but, where funding is not awarded or a lesser amount than that requested is awarded, brief feedback will be provided to the lead applicant.

The RoI LS reserves the right to use geographical spread and/or diversity criteria in the prioritising of their funding allocations, and to request additional information where this is needed in order to make a final decision.

**IMPORTANT NOTICE**

Agreement to fund an event is on the understanding that the organiser(s) **will provide information on its impact and success after it has taken place**. Recipients of the RoI LS funding are requested to submit to Dr. Joseph Byrne (joseph.byrne@ucd.ie) a **full report** (see report template in Annex 2) on the funded event **within one month after its conclusion**. Please note that the awarded funds will be transferred **after** the event took place and **only** upon receipt of the completed report.

**Annex 1: Event Application Form**

1. **Applicant Details**

Applicant(s) (and RSC membership number(s)):

Previous RSC funding received by the applicant(s) and/or the event:

1. **Event Details**

Title:

Date/Duration:

Location:

Organising Committee:

Type (check all that apply):

Award Lecture [ ]  Competition [ ]  Education Event [ ]  Networking Event [ ]

Outreach Event [ ]  Public lecture [ ]  Scientific Meeting/Conference [ ]

Social Event [ ]  Webinar [ ]  Training/Workshop [ ]  Other [ ]  (specify \_\_\_\_\_\_\_\_\_\_\_\_)

Audience (check all that apply):

Academics [ ]  Early Career (Academia) [ ]  Industrialists [ ]  Early Career (Industry) [ ]

School Teachers [ ]  Early Career (Teaching) [ ]  School Students [ ]  RSC Members [ ]

General Public [ ]  Undergraduates [ ]  Postgraduates [ ]  Technicians/Support Staff [ ]

Previous history of event:

1. **Expected attendance *(including Inclusion & Diversity)***
2. **Indicative programme**
3. **Planned Budget *(including budget breakdown, overall funding, and role of Local Section Funding)***
4. **Health & Safety**

Will the audience include children? Yes [ ]  No [ ]

Risk Assessment category for the event ([www.rsc.org/events/otherinformation/risk-assessment/?e=1](http://www.rsc.org/events/otherinformation/risk-assessment/?e=1)):

Blue [ ]  Green [ ]  Red [ ]  N/A - Online event without children [ ]

1. **Additional Information/General Remarks/Future Perspectives (optional)**

**Annex 2: Event Report**

1. **Applicant Details**

Report submitted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (RSC Membership number \_\_\_\_\_\_\_\_\_)

1. **Event Details**

Title:

Date/Duration:

Location:

Organising Committee:

Type (check all that apply):

Award Lecture [ ]  Competition [ ]  Education Event [ ]  Networking Event [ ]

Outreach Event [ ]  Public lecture [ ]  Scientific Meeting/Conference [ ]

Social Event [ ]  Webinar [ ]  Training/Workshop [ ]  Other [ ]  (specify \_\_\_\_\_\_\_\_\_\_\_\_)

Audience (check all that apply):

Academics [ ]  Early Career (Academia) [ ]  Industrialists [ ]  Early Career (Industry) [ ]

School Teachers [ ]  Early Career (Teaching) [ ]  School Students [ ]  RSC Members [ ]

General Public [ ]  Undergraduates [ ]  Postgraduates [ ]  Technicians/Support Staff [ ]

1. **Attendance (including Inclusion & Diversity)**
2. **Programme**
3. **Budget Report (including budget breakdown and overall funding)**
4. **Health & Safety**

Did the audience include children? Yes [ ]  No [ ]

Risk Assessment completed for the event:

Blue [ ]  Green [ ]  Red [ ]  N/A - Online event without children [ ]

1. **Additional Information/General Remarks/Future Perspectives (optional)**