**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 in Ireland by its RSC members. Decisions to support events will be made by the RoI LS Committee, where applications are submitted as outlined below and in good time, and are in line with our aims.

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** the points in the application are addressed. Funding from the Local Section will be transferred **after** the event, only upon receipt and approval of a report. Please read the *Event Publicity* and *Event Reporting Guidelines* carefully before submitting an application.

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. 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 to make a final decision.

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.

**Eligibility:**

* The application must be received **at least one month** prior to the proposed start date of the event.
* A clear case must be made for RSC RoI LS funding being required for 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.
* One or more organisers of the event are current RSC members based in Ireland (membership number(s) provided in application form)
* A clear case must be made for the event’s alignment with aims of the RSC and/or the Local Section.

**Application Process:**

*Submit application by email (see Annex 1) → Application considered by RoI LS Committee → Communication of outcome by email to lead applicant → Event takes place → Report documents submitted and approved (see Annex 2) → Payment of funds to event organisers*

* The application should not exceed **3 pages**.
* The application must be based on the template in **Annex 1** of this document, addressing all points, and giving as much detail as is available at the time of application. Applications must include:
* Details of lead and co-applicant(s), including any track-record in running such events
* Type, title, location and proposed dates of the event
* Target audience and expected numbers (including justification)
* Previous history − If new, please explain your motivation for initiating the event; if RSC funding previously received for related events, please note this
* **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, list additional sponsors)
* Amount of RoI LS funding requested (including detailed justification and costings)
* Adequate consideration of Diversity and Inclusion, in line with RSC’s Strategy[[1]](#footnote-1)
* Consideration of risks associated with the event and identification of the appropriate risk banding[[2]](#footnote-2)
* Expected impact of the event and alignment with the aims of the RSC and RoI LS section[[3]](#footnote-3)

**Event Publicity:**

* Appropriate Local Section-funded events should be uploaded to the RSC Events Database. If this is not possible, it should be noted in the application. <https://www.rsc.org/events/submitevent>.
* All other publicity should acknowledge RSC RoI LS support, and plans included in application

**IMPORTANT NOTICE: Event Reporting Guidelines**

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 will submit a **full report** (process is outlined in detail in Annex 2) to Dr Joseph Byrne (joseph.byrne@ucd.ie).

Reports must be suitable for publication online as an open-access citable record of your event.[[4]](#footnote-4) Reports on funded events should be submitted **within one month after its conclusion** (extensions must be requested if needed).

Please note that the awarded funds will be transferred **after** the event took place and **only** upon reporting requirements being completed.

**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:

Previous track-record of applicant(s) in hosting managing events:

1. **Event Details**

Title:

Date/Duration:

Location:

Organising Committee:

**Amount of RoI Local Section Funding requested** (*refer to guidelines*): €

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 & use of RoI Local Section Funding)*
4. **Health & Safety**

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

Risk Assessment category for event (<http://www.rsc.org/events/otherinformation/risk-assessment/>):

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

1. **Publicity and Expected Impact -** Explain how the event will be publicised and how will RSC funding be acknowledged? *(The event should be uploaded to the RSC Events Database at* [*https://www.rsc.org/events/submitevent*](https://www.rsc.org/events/submitevent)*, unless there is a compelling reason not to)*
2. **Additional Information/General Remarks/Future Perspectives (optional)**

**Annex 2: Event Report**

After your event is complete, the RSC Republic of Ireland Local Section requires two documents to be submitted to joseph.byrne@ucd.ie to report the success and impact of the event before funds are transferred:

1. **An event report** must be submitted to be published the ***Irish Chemical Events* collection[[5]](#footnote-5)**, using the template available at: <http://doi.org/10.5281/zenodo.14027338> This report will credit the Local Section for contribution to the event. *As the report will be open access and citable, please do not include any sensitive or confidential detail or copyrighted material.*
This report may contain as much detail as you like, but must at a minimum provide the following details:
	* **Event name**
	* **Report author(s) and Organising Committee** names
	* **Dates, Venue and Event Type** (select from dropdown list in template)
	* **Event sponsors** – a list of all sponsors. The RSC Republic of Ireland Local Section logo should feature clearly (see top of this page for a copy of the logo)
	* **Summary** – short overview of the event
	* **Attendees** – Numbers and Diversity/Inclusion considerations, e.g. gender balance of programme, accessibility measures taken[[6]](#footnote-6)
	* **Target audience** (as indicated in application form)
	* **Programme** – overview of the event’s running order
2. **Additional details which will only be seen by the RSC Local Section Committee**, but which are required to confirm requirements were met and to arrange transfer of funds. These details should follow the headings below:
3. **Applicant Details**

Report submitted by: Name (RSC Membership number)

1. **Event Title**
2. **Budget Report** (including budget breakdown, overall funding & use of RSC RoI Local Section funding)
3. **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. **How was RSC Republic of Ireland Local Section support acknowledged at your event?**

1. **Details for payment (bank account number, or invoice requirements, new page if needed)**
2. **Any additional Information/General Remarks/Future Perspectives (optional)**
1. <https://www.rsc.org/policy-evidence-campaigns/inclusion-diversity/strategy/> [↑](#footnote-ref-1)
2. <https://www.rsc.org/events/otherinformation/risk-assessment/> [↑](#footnote-ref-2)
3. About the RSC: <http://www.rsc.org/about-us/>, About the Local Section: <https://www.rsc.org/membership-and-community/connect-with-others/geographically/local-sections/republic-of-ireland/> [↑](#footnote-ref-3)
4. <https://www.zenodo.org/communities/ice/about> - Template available at <http://doi.org/10.5281/zenodo.14027338> [↑](#footnote-ref-4)
5. *Irish Chemical Events* can be found at <https://www.zenodo.org/communities/ice/about> [↑](#footnote-ref-5)
6. <https://www.rsc.org/policy-evidence-campaigns/inclusion-diversity/strategy/> [↑](#footnote-ref-6)