**BSI Communication & Engagement grant application form**

Please note, the BSI Communication & Engagement grant scheme was previously called BSI Communicating Immunology grant scheme.

**1. Project title** (max 10 words)

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **2. Total grant amount sought**  (max £1,000) | **3. Project start and end date (including specific event dates)** |
|  |  |

**4. Applicant details**. All correspondence will be sent to the principal applicant. At least one named applicant must be an eligible member of the BSI.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Principal applicant | |  |  | | --- | --- | | Full name (incl. title): | | | Job title: | | | Organisation: | | | Tel. no: | Email: | | Role in project: | | | BSI membership no: | | |
| Co-applicant | |  |  | | --- | --- | | Full name (incl. title): | | | Job title: | | | Organisation: | | | Tel. no: | Email: | | Role in project: | | | BSI membership no: | | |
| Co-applicant | |  |  | | --- | --- | | Full name (incl. title): | | | Job title: | | | Organisation: | | | Tel. no: | Email: | | Role in project: | | | BSI membership no: | | |

**5. Is this a BSI Regional & Affinity Group application? Please check this box if so**

**6. Previous outreach and public engagement experience of applicants** (max 100 words). Applicants without previous experience should still apply.

|  |
| --- |
|  |

**7. Project summary** (max 100 words). Please supply a short public summary of the project, which will be published on the BSI website if your application is successful.

|  |
| --- |
|  |

**8. Details of your proposed project**

**(i) Aims of the project** (max 200 words) What do you hope to achieve? What is the value to you and to the intended audience? You should consider how your aims align with the aims of the grant scheme.

**(ii) Target audience** (max 100 words). How many and what type of people are you intending to reach and why? What is the benefit of engagement for this specific target audience? Is there any co-production with your target audience?

|  |
| --- |
|  |

**(iii) Activity/event details** (max 400 words).What activities/resource/event(s) are you planning and what is the immunology content of these? How will these be targeted to your audience (for example, is it of interest to them and/or is it relevant to a current issue, is the location/timing/ approach suited to them?) Have you trialled this activity before?

|  |
| --- |
|  |

**(iv) Who else might be involved?** (max 100 words)**.** How many immunologists will be involved and what skills and/or experiences will they be able to develop? Will there be any training provided for volunteers?

|  |
| --- |
|  |

**9. Logistics**

**(i) Project budget**. Please provide a detailed breakdown of how the money requested will be used. If relevant, please include information of any other funding you have requested from other sources and any in-kind costs and support you will receive for this project.

|  |  |
| --- | --- |
| **Cost detail** | **Total** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total grant amount requested from the BSI** | £ |
| **Other funding requested from other sources** | £ |
| **Total in-kind costs** | £ |
| **Overall total cost of the project** | £ |

**(ii) Risk assessments**. I have considered the risks associated with the project and how I will mitigate these. Please check the box to indicate you understand funding is subject to risk assessments being provided prior to activities taking place.

**(iii)Timeline and management** (max 300 words).Please give a detailed timeline for delivering the event/activity. How will this be managed?

|  |
| --- |
|  |

**(iv) Promotion** (max 100 words). How will the target audience hear about the event? What methods will you use to reach the target audience?

|  |
| --- |
|  |

**10. Diversity and inclusion** (max 200 words). The BSI is committed to supporting diversity and inclusion in immunology. How will you ensure that your activity/event is diverse and inclusive? Considerations may include, but are not limited to:

* The accessibility of your activities/event
* The communities your activities/event will appeal to
* The immunologists involved

|  |
| --- |
|  |

**11. Evaluation and impact** (max 200 words).How will you evaluate the success of the project and what does success look like (for the target audience and the organisers)? Please consider both quantitative and qualitative measures. What measures will you take to maximise the impact of your project?

|  |
| --- |
|  |

**12. How did you find out about the BSI Communication & Engagement grant scheme?**

|  |
| --- |
|  |

**13. Declaration.** To be signed by the principal applicant.  
  
*I confirm that the information provided in this application form is to the best of my knowledge correct. The application is made on the understanding that the BSI may disclose information to external reviewers and other relevant third parties for the purposes of operating this grant scheme.*

*I agree to the terms & conditions of the grant and understand that should the grant be awarded we will be required to follow the BSI* [*Code of Conduct*](https://www.immunology.org/about-us/code-conduct) *and* [*Safeguarding Policy*](https://www.immunology.org/about-us/safeguarding-policy-for-children-and-vulnerable-adults)*.*

**Principal applicant**

Full name:

Date:

Signature: …………………………………………………..

**Please email completed application forms to Chris Snowden-Smith, BSI Engagement and Careers Officer, at** [**c.snowden-smith@immunology.org**](mailto:c.snowden-smith@immunology.org?subject=Communication%20&%20Engagement%20Grant%20)

**Diversity data collection:**

As one of the commitments in our [Diversity and Inclusion Framework](https://www.immunology.org/about-us/diversity-and-inclusion-framework), the BSI is collecting diversity data on our membership, with a particular focus on how we are faring in key activities such as this grant. This will allow us to look at who is currently participating in/benefitting from the Society’s activities and who is under-represented. As part of this work, we are asking all Communication & Engagement Grant applicants to fill out the “Equality and Diversity” section of their membership record on the online BSI membership database. This is not compulsory part of the grant application process, but it will help us improve our activities if you can complete this information. An aggregated summary of the data collected from all grant applications will be reported collectively in the BSI’s new public-facing annual Diversity and Inclusion report, part of our promise to membership on being open and honest about our progress on diversity.

All information provided via the membership portal will be treated as strictly confidential in accordance the BSI’s [Privacy & Security Policy](https://www.immunology.org/about-us/policies/privacy-and-security-policy) in line with The Data Protection Act 2018. The information gathered will be stored separately to other personal details and will be held in a way that means it is not identifiable to any individual at any stage.  The data will be used for statistical purposes only with access restricted to staff involved in processing and monitoring the data. It will not be seen by anyone involved in any selection processes. No information will be published or used in any way that allows individuals to be identified.

**How to fill out the “Equality and Diversity” section of your membership profile**

1. Go to the BSI homepage ([www.immunology.org](http://www.immunology.org)) and click the “Login” button in the top right-hand corner of the screen.
2. Enter your email and password and click “Log in” – you should all have an online account to give you access to the membership section. If you think you don’t have an account, please contact [membership@immunology.org](mailto:membership@immunology.org).
3. Click on the option “Equality and Diversity” in the right-hand menu bar and complete the questions.

**Data protection and privacy:**

We take your data security extremely seriously. We keep it safe, treat it with respect and we will never sell or share your data to any third parties for marketing purposes. To find out more information you can read our [Privacy Policy](https://www.immunology.org/about-us/privacy-policy) and [Data Protection Policy](https://www.immunology.org/about-us/data-protection-policy)on our website. If you have any queries, please contact [dp@immunology.org](mailto:dp@immunology.org).