

## Terms and Conditions of the Outreach Grant 2023

Registered charity 256475

Terms and conditions for outreach grant;

1. Outreach Grants are available on a competitive basis to FSBI members for outreach activities in any field of study relevant to fish biology and to the Society's objectives.
2. FSBI retains the right to request repayment of the grant immediately if any of the terms are breached.
3. The grant must be used to support the activities as outlined in your application, if you need to make amendments please inform us via email at [theteam@fsbi.org.uk](mailto:theteam@fsbi.org.uk)
4. You will acknowledge FSBI in any event publicity materials
5. In the event that the activity involves work with children, young people or vulnerable adults, you will take all reasonable steps to ensure their safety and follow appropriate safeguarding.
6. You will complete a final report within 6 months of your activity/event, including evaluation of your event including measuring your impact in terms of how your participants increased knowledge of fish biology. Please download the final report on the grant page and send a copy of your completed report to [enquiries@fsbi.org.uk](mailto:enquiries@fsbi.org.uk) and cc [theteam@fsbi.org.uk](mailto:theteam@fsbi.org.uk). The summary report (or references to publications) will be published on the website and may be published in the Society's newsletter, subject to agreement with the newsletter editor. A grant holder who fails to submit a report will be ineligible for further grants until such time that the report is submitted.
7. Any images of your event you share with us should come with appropriate permissions and be shareable in FSBI communications.
8. If you are an enrolled student, please provide a letter of support from your host institution to confirm you can carry out this grant.
9. Remuneration for your time is outside of the scope of this call, but we will cover all reasonable expenses to cover whilst doing the engagement (e.g. accommodation and subsistence). Please provide details on your budget plan.
10. The Outreach Grant sub-committee must receive applications no more than 12-months and at least 3 months in advance of the proposed event or activity to ensure that a decision can be reached in time for payment arrangements to be made.
11. An account of expenditure should also be submitted, and all receipts must be retained for 3 years after the grant award in case the Society is subjected to an audit of expenditure that requires the receipts. Only actual expenditure, backed by receipts, is acceptable under Charities Law.

To confirm that you are willing to accept these conditions, please forward this email to the FSBI Finance Officer, Sue Edwards, at [financeofficer@fsbi.org.uk](mailto:financeofficer@fsbi.org.uk) and copy in [theteam@fsbi.org.uk](mailto:theteam@fsbi.org.uk)

Please be aware that applications will not be submitted to the grant committee until after the application round closing date. All applicants, whether successful or not, will be informed by the chair of the Outreach Grant sub-committee but this may not be for up to two months after the closing date. Do not contact the Administration Office until two months have elapsed.



We would love to be able to share your FSBI funded research with our members, particularly on social media. Therefore, we ask that you complete the [Publicity of Activities Report](#) and send to our Publicity Coordinator Dr William Perry ( [perryw1@cardiff.ac.uk](mailto:perryw1@cardiff.ac.uk) ). By sharing your project, we can highlight the many amazing activities and research that receive our charitable funding. If you are a Twitter user, you can use the [@theFSBI](#) to tag us in Tweets. You can also [find us on Facebook](#). Finally, if you would like your research featured in our new 'Inside the FSBI' series on our YouTube channel, please also contact [Dr William Perry](#).