The Engineering Education Grant Scheme

About the Fund

The Institution of Engineering and Technology (IET) and the Institution of Mechanical Engineers (IMechE) have merged their educational grant schemes to produce greater coherence in their funding for formal and informal learning support. The scheme is designed to make the application process streamlined and consistent, promote partnership working and strengthen how successful interventions are measured.

The Engineering Education Grant Scheme (EEGS) supports projects that bring about a better understanding of the role of the engineer and the contribution engineering makes to society.

The scheme aims to engage young people aged 5 –19 in learning about engineering and to develop the professional skills of those involved in supporting STEM learning and careers awareness. The EEGS also supports projects that improve wider engineering literacy.

There are two levels of funding and two funding rounds each year in spring and autumn. Awards of up to £5000 (inclusive of any applicable VAT) are available for standard applications to the fund, and a smaller number of awards of £15,000 (inclusive of any applicable VAT) are also available in each funding round for projects which can demonstrate wider reach, for example changing practice across a number of organisations or at national level, or for projects having strategic or long-reaching effect.

Who is Eligible?

Any organisation able to develop and deliver STEM activities to a local UK audience is eligible to bid for funding. This includes schools, science communicators, youth clubs, science festivals, museums, science centres, STEM based companies, FE colleges, Higher Education Institutions and members of the IMechE and IET.

Professional engineering institutions other than the funders are welcome to work in partnership, but cannot be the lead organisation or receive grants from this scheme. We welcome enquiries from institutions wishing to join the scheme as funders.

Applications to the scheme **must** be either led by members, have members as co-applicants or have a member advocate. Any engineer who is a member of the IET or IMechE can act as an advocate.

Partnerships

Wherever possible, individuals and organisations wishing to apply for funding are encouraged to form partnerships with individuals and organisations that are able to add value to funded activities. We are particularly keen to receive applications for projects from teams with diverse expertise, a range of skills and from a variety of sectors.

What sorts of projects can be funded?

A wide range of projects can be supported by the Engineering Education Grant Scheme. Any UK project that aims to promote better understanding of engineering, inspire young people to study science, technology, engineering and maths (STEM) subjects or raise awareness of engineering and technology based careers could be funded.

Projects that have been supported in past funding rounds can be viewed at www.theiet.org/fund.

Repeat funding

If your project has already received funding through the EEGS in a previous round then, in order to receive further funding, you will be expected to provide a report which demonstrates that it has been successful. Any further application for the same project would need to show that the project has significantly developed in scope and/or reach.

Involvement of engineers

It is important to the funders that projects are supported by local engineers. Members of the IET and IMechE can support projects by providing engineering insight, participating in the development of projects or resources, supporting the delivery of activities, presenting prizes at competitions or anything else that will help the project bring about a better understanding of the role of the engineer and the contribution engineering makes to society.

Applications to the scheme **must** be either led my members, have members as co-applicants or have a member advocate, and any engineer who is a member of the IET or IMechE can fulfil this requirement.

You are welcome to approach any of your existing IET or IMechE contacts to support your project. It would be helpful to have a clear idea of how your advocate can support the project before you get in touch. If you don't have existing contacts please get in touch to request an introduction to our education volunteers. Please allow plenty of time to get in touch.

Diversity & Inclusion

The Engineering Education Grant Scheme is committed to promoting diversity in engineering, and to increasing positive perceptions of engineering in a diverse and inclusive audience.

Applicants to the scheme should ensure that their projects **actively** consider diversity in areas including gender, academic ability, ethnic background and social advantage. There are many publications which could inform your approach to inclusivity, including:

- *5 Tribes: Personalising Engineering Educaton,* Institution of Mechanical Engineers
- *Subject Choice in STEM: Factors Influencing Young People (aged 14 – 19) in Education*, Wellcome Trust
- *Inspiring the next generation of engineers*, Institution of Engineering and Technology
- The *Table for Good Practice* from Sheffield Hallam University, which is available to download at the Equality & Diversity toolkit

Assessment Criteria

The Engineering Education Grant Scheme looks to support projects which inspire, increase levels of engineering knowledge and have the potential to change attitude towards engineering. Applications will be assessed against the following criteria:

1. Presentation of clear objectives;

2. Levels of inspiration, enjoyment and student engagement;

3. Level to which the project endeavours to increase levels of engineering understanding;

4. Innovation in the approach to enriching and enhancing STEM learning;

5. Demonstrates how it will reach out to young people who do not normally participate in engineering (e.g. consider gender, academic ability, ethnic background and social advantage);

6. Levels to which projects support or complement the delivery of STEM in schools or elsewhere;

7. Use of engineers and technicians as role models;

8. Quantitatively and qualitatively measurable outcomes;

9. Clear method of demonstrating how the objectives have been fulfilled – at an appropriate level for the scale of the project;

10. Demonstrable cost effectiveness;

11. The potential to be sustainable without further IET/IMechE funding;

Excluded Activities

Funding will not be provided for the following:

a. Activities developed by and delivered in individual schools for the sole benefit of that school;

b. Activities that do not relate directly to engineering

c. Programmes that currently receive substantial or long-term financial support directly from the IET or Institution of Mechanical Engineers currently:
   a. FIRST® LEGO® League
   b. F1 in Schools
   c. 4 x 4 in Schools
   d. Jaguar Primary School Challenge

  e. Greenpower
  f. Primary Engineer
  g. Bloodhound
  h. Scout Association

 d. Applications substantively for transportation costs/subsidies for schools attending events;

 e. Prizes for schools or individuals unless included as part of a funded activity;

 f. Applications whose primary purpose is to enable participation in national competitions;
 g. Applications solely for sponsorship of existing events.

Requirements for funded activities

The Institution of Engineering and Technology and the Institution of Mechanical Engineers are committed to challenging perceptions of engineering. Applicants to this fund should be prepared to:

- Assist in the collection of standard impact data that will contribute to a body of knowledge about engineering enrichment activities (evaluation information will be provided to successful applicants);

- Involve IMechE and IET members in the development or delivery of projects wherever possible;

- Share information about activities which have the potential to be carried out by other members of the STEM education community on the National STEM Centre's eLibrary, STEM Learning's STEMNetworking site or other areas where resources can be accessed;

- Distribute Tomorrow's Engineers careers resources to students participating in funded projects wherever appropriate.

2018 Funding Dates

Spring

9th January – funding round opens

6th April – final date for submission of applications

W/c 28th May – decisions announced

Autumn

18th June – funding round opens

8th October – final date for submission of applications

W/c 3rd December – decisions announced

Applying

Public Liability Insurance and Child Protection requirements

Please be aware of the IET's Safeguarding Children policy. It is important to note that many schools now operate very stringent child protection policies, often requiring visitors to the school to have up to date Disclosure and Barring Service certificates, even if they are not expected to be working without teacher supervision.

We ask that you check the Public Liability Insurance (PLI) and Child Protection Policy requirements for the local authorities and schools in which you will be working, ensure all project personnel that are to be working with young people should be DBS checked and ensure that you have sufficient PLI in place. For further information about child protection please visit:

- England & Wales - https://www.gov.uk/topic/schools-colleges-childrens-services/safeguarding-children
- Scotland - https://beta.gov.scot/policies/child-protection/
- Northern Ireland - https://www.education-ni.gov.uk/topics/support-and-development/child-protection-and-safeguarding

Due Diligence

The funding organisations need to ensure that the award will be used effectively and that the organisations delivering the activities are trustworthy, therefore applicants should be aware:
1. that the IET may undertake a credit check on their organisation;
2. that they must provide the name of a referee and an advocate, who may be contacted;
3. and that the application to this funding round will be considered by a panel of judges.

Detailed application information

Please note that completion of all fields on the form is mandatory. Incomplete forms will not be accepted.

Application information

Activity title
This should be the title by which the activity should be referred to.

Funding level
There are two levels of funding available, up to £5000 and £5001 – 15,000. Please select the level of funding you're applying for.

Advocate name and email address
If your application is not led by members of the IET or IMechE, please provide details of the IET or IMechE member who has agreed to be an advocate for your application. We may get in touch with your advocate so please make sure you have their permission to share their contact information.

About the grant recipient

This is information about the individual or organisation that will be responsible for managing and delivering the project and receiving the payment. Please ensure that the organisation or individual(s) listed here are able to accept payment from the IET.

Company or Charity number & registered address
Please provide the number and address under which the company is registered with Companies House. A charity commission number and address can be submitted instead or, where the project is carried out by a non-registered entity, this can be left blank.

Applicant information
Please give a little information about your organisation and include the company size and web address. If you are applying as an individual tell us why you are interested in carrying out this project. Max 150 words

About the project lead

This is information about the person responsible for managing and delivering the project. This person will be considered the first point of contact for any matter regarding the project, including payment and reporting.
Name
Email
Postal address (only if different from the grant recipient address)

Co-applicants

For projects to be delivered in partnership, please provide the name, organisation name (if applicable and email addresses of lead contacts from partner organisations. Up to three co-applicants can be added

Local PLI and Child Protection (CP) requirements

Please confirm the local authority requirements for public liability insurance (PLI) and the child protection requirements for the area in which you intend to undertake your project (see Public Liability Insurance and Child Protection Requirements above). Also confirm that your project team comply with these requirements or, if you do not at the time of application, that the process is underway to meet these requirements.

Project information

Number of children, teachers and engineers who will participate in the project
Please enter the expected number of children, teachers and engineers expected to be reached between the start and end dates of your project

School types and age groups
Please choose the school type and/or age range that most closely matches the children reached in this project. More than one choice can be selected.

Start and end dates
The start date should be the date that you intend to commence work on the project. This should not be before the decision date for the funding round to which you are applying. The completion date should be the date you expect to complete the project. If the outcome of the project is a set of resources or a permanent exhibit for which there is no definite end date then please enter the date you expect the resource or exhibit to be available for use. Outcome reports and impact measures will be expected three weeks after the end date of the project.

Location
Please describe where the activities will be taking place. If the activities will take place in more than one place, for example, workshops in schools in a particular county, a broad description is appropriate
e.g. "Staffordshire."

Project synopsis (Year of Engineering in 2018)
The information you provide in this area will be used to give a general idea of the scope of your project and how it relates to the Year of Engineering theme, 'Engineering improves lives'. Please be aware that this text may be edited and publicised. Max 250 words

Activity proposal
This is where you should describe the proposal as fully as possible. Do not send additional documents as these will not be forwarded to the review panel. If there have been any similar or pilot activities to the one that you are proposing, please include information here. 600 words

Project objectives, outcomes and outputs
This is where you should state the objectives of the project. Also include information about expected educational outcomes and tangible outputs from the project such as the impact on the participating teachers and pupils, teaching resources or learning materials produced, websites etc. Max 250 words

Member involvement opportunities
Please list agreed IET and IMechE member involvement. Activity Providers are encouraged to involve local IET and IMechE members wherever possible to help with activity delivery, attend awards ceremonies etc. Max 200 words

Project personnel
Please list all those actively involved with developing and delivering the activity including their name, the organisation that they represent and how they will contribute to the project. For those individuals working with young people, where applicable, please provide their DBS certificate number. If specific individuals have not yet been identified please state the number of personnel, where they will be sourced, i.e. companies, STEM Ambassadors etc. Max 100 words

Awareness and dissemination
This is where you should describe how you intend to promote the activity to potential participants, how you will generate publicity and media interest and how you will disseminate information about the activity and its outcomes to other interested parties. Max 150 words

Monitoring and evaluation
To enable the funders to record the reach of your activity you are expected to collect and report data on the reach and impact of your project. Your evaluation should be based on how you have met your stated objectives. Max 250 words

Please state how you intend to undertake evaluation that will:
1. Provide basic data including number of participants, age range and gender of school aged participants etc.
2. Provide impact information comprising numerical and descriptive data
3. Provide an analysis of the operational aspects of delivery – what worked, what didn't work, whether changes needed to be made and why

The depth and detail of the evaluation should match the scale of the project. Please ensure that you've read the reporting requirements of the scheme.
To aid further evaluation the funding organisations can provide you with a list of suggested questions.

Diversity and inclusion
Please describe actions you will undertake to reach a diverse and inclusive audience in areas including gender, academic ability, ethnic background and social advantage. Max 250 words

Finances

Amount of funding requested
Please tell us the total amount of money that you would like the scheme to provide to support the project, the maximum being £15,000. Note that VAT will not be added to the grant amount. If your project attracts VAT you should include this in the costs for each item. Do not list VAT separately.

Total cost of activity
If the total cost of the activity is more than the amount of funding you are seeking please tell us the total amount of the activity cost, whether the additional funding sources have been identified, who they are and whether this money has been committed.

Income sources
Please list here any committed income from additional funding partners. If there is any expected income from the activity, e.g. if any of the additional costs are to be recouped through the sale of products or event tickets, this should be identified here.

Please note that funding will only be granted to not-for-profit activities.

Detailed breakdown of costs
This is where you should provide a **detailed** breakdown of the expected costs. If the total project cost is to be funded from more than one source please note which costs will be attributed to EEGS. Grants do not generally attract VAT and VAT will not be added to the value of your grant. If VAT is applicable please include it in the cost for each item - do not list VAT as a separate line item. If you're unsure about VAT please consult a finance professional.

Note: Applications that fail to itemise the budget so that it is clear what the EEGS funding would support, especially in cases where the project as a whole exceeds the grant request, will not be considered.

Date when the funding will be required
Please identify when you expect to invoice the IET for the funding. This date should be six weeks after the date decisions will be announced, to allow time for agreements to be signed and payment arrangements to be made.

Submitting

Referee name and email
Please provide the name and email address someone who could be approached for a reference if necessary. Examples of suitable referees include teachers with whose students you have worked before or an organisation who has worked with you on schools activities such as the STEM Ambassador hub, Tomorrow's Engineers, etc.

We may get in touch with your referee. Please make sure your referee is happy to be contacted.

Consent
How the data in your application will be used

Contact consent
If you would like to receive information about IET products and services tick here

Feedback
We are always interested to know how you found your application experience. Please let us know if there's anything we can improve.

IF YOUR BID IS SUCCESSFUL

The Engineering Education Grant Scheme is a joint funding programme between the Institution of Engineering and Technology and the Institution of Mechanical Engineers. The administration of the programme is managed on behalf of both organisations by the IET. Although both organisations are stakeholders in the grants scheme, all correspondence and contractual arrangements will be with the IET.

Outcome of bid applications

All bid applicants will be informed of the outcome of their bid via email. Following the email you will be sent a standardised contract that you should sign and return and a new supplier form requesting details of the bank account into which the funds should be paid. All such paper work should be returned within one calendar month from the date of notification of a successful application.

Please be aware that the funding organisations will seek to make the available funding reach as many projects as possible, therefore the judging panel may choose not to fund the project in full and may suggest areas where savings can be made. The funding organisations may also choose to place conditions on the funding and recommend changes to the project to ensure it most closely meets the organisations' objectives.

Invoicing and receipt of funding

The IET Education 5-19 department will issue a purchase order and pay one invoice for the full cost of the project according to the payment date identified in your application. Please be aware that the IET operates 30 day payment terms.

Invoices should be sent on headed paper and reference the project title, purchase order number and the funding round.

Rights and acknowledgement of the IMechE and IET

As a funder of your activity the IMechE and the IET will have an interest in your project. If any materials are produced as part of the project it is expected that these will be made readily available to the organisations to use as we see fit. They should also be made available to all UK educational not-for-profit organisations, including schools, FE colleges and HEIs at no more than the cost of reproduction and postage. In the event of your organisation ceasing to operate we will expect master copies of all materials to be passed over to the IET and IMechE.

In recognition of the support that you have received from the fund we will require you to include the IET and IMechE logos and website addresses/links on any materials relating to the activity including print materials, web pages, banners, posters etc. Use of the IET and IMechE logo should be in line with our brand guidelines which will be supplied if your application is successful.

Reporting

The funders of the Engineering Education Grant Scheme monitor the impact of the educational activities that we support. This helps us determine the reach of our funded activities and understand the profile of the individuals, groups and schools engaging in activities. It also assists with reporting to our members, trustees and other organisations on the range and impact of our educational activities

Reporting guidelines, an 'Activity Outcome Report' and an Excel 'Impact Evaluation Tool' will be sent to you, and it is helpful to review the requirements for these before you begin your project so you can ensure that you will be able to gather the required information.

Failure to report on a funded project will preclude you or your organisation from applying for any further funding from the IET or IMechE until the outstanding report is received and acknowledged.

Confidentiality

In respect of all information of whatever nature or form as is disclosed between your organisation and the IET and IMechE in connection with the above projects, both parties will agree that such information is communicated on a confidential basis and its further disclosure may be prejudicial to the owner of the information and undertakes that:

    a. Neither party will from the date of the agreement use any such information for any purpose other than in accordance with meeting the terms of this agreement; and

    b. In accordance with the Data Protection Act 2018 will treat all information disclosed to either party as confidential and will not disclose the same to any other third party without the prior written consent from the relative party.

Legal Entity

Nothing in the agreement shall create a partnership or agency between your organisation and the IET or IMechE.

Rights of Third Parties

The Contracts (Rights of Third Parties) Act 1999 shall not apply to any Contract you may receive from the IET under this programme and no person who is not a party to the Contract shall have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of the Contract.

Publicising funded projects

A condition of the funding is that project recipients will be happy to be involved in promotional activities. This could range from information being uploaded on to the funders' websites, achieving coverage in the media or via social media channels. High resolution images (with relevant permissions) can also be very useful.

Further information

Further information about the bidding process and funding criteria can be obtained from Evanna Gale (E: egale@theiet.org ; T: 01438 767371).