GUIDANCE NOTES
IET Faraday Challenge Days
Support Funding – 2023-24

The IET Support Funding

The Institution of Engineering and Technology (IET) is committed to encouraging more young people to study science, technology, engineering and maths (STEM) and to consider courses and careers in engineering and technology.

To do this work, as you know we work with other orgainisations, such as yourselves, to help us increase our reach and impact. We greatly appreciate and value the time and effort from all our partners that goes into achieving our mission of inspiring the next generations of engineers and technicians.

We recognise that in order for partners to support and work with us, they themselves need support, in particular financial support, which is why we have set up this support fund for partners to apply for funding to cover essential running costs in order to deliver our IET Faraday Challenge Days programme. Unfortunately, we are not in a position to cover all costs of all delivery partners, however, we will do our best to help if financial support is needed.

2023-24 Funding Dates

Applications are invited for an allocation of this funding to support the delivery of activities taking place from September 2023 – July 2024. Important dates for this funding are below.

16th November 2022 9am – 12th December 2022 Midnight   -   application process open
16th December 2022   -   decisions announced

APPLYING

Eligibility

All organisations that have been invited to be a delivery partner of the IET Faraday Challenge Days are eligible to apply for funding. Funding will only be awarded to delivery partners who sign the IET's Faraday Challenge Day Delivery Partner Agreement (agreement provided upon successful application).

Maximum amount available per regional delivery partner

We recognise that the cost of delivering events and covering essential running costs differs across the UK. The IET only has a finite amount of funding available therefore, we kindly ask you to only apply for the amount of funding needed and partners should prioritise what funding is required for delivery in the application form. The maximum amount awarded to delivery partners will be decided once all applications have been received on the closing date.

Public Liability Insurance and Child Protection requirements

Please be aware of the [IET's Safeguarding Children](#) policy. The IET needs to ensure that any activities undertaken on their behalf are not likely to place their members or the organisation at risk. As such, we ask that you check the Public Liability Insurance (PLI) and Child Protection (CP) Policy requirements for the local authorities in which you will be working, and we recommend all project personnel that are to be working with young people should be DBS (or equivalent) checked and ensure that you have sufficient PLI in place.

Applications from IET members: Please note that activities delivered by members will be covered by the IET's own PLI of £10 million.

Activities delivered under the STEM Ambassador programme will be covered by STEM Learning's PLI as long as STEM Learning have been notified prior to the event.

Submitting Applications

The application should be submitted using the Microsoft Forms application, via the link shared with you by the IET Faraday Challenge Day team. It should be submitted electronically via Microsoft Forms by 00:00 on 12th December 2022 and any supporting documents (if applicable) need to be sent to Faraday@theiet.org before the deadline. No hard copy applications will be accepted and the closing date will not be extended.

COMPLETING THE FORM

Please note that completion of all fields on the form is mandatory.

Section 1 – Your Information

Principle contact

This is the name of the individual responsible for managing and delivering the project. This person will be considered the first point of contact for any matter regarding the project.

Telephone number

This is the telephone number for the principle contact.

Email

This is the email address for the principle contact.

Organisation name

This is the name of the organisation that will be responsible for managing and delivering the project and receiving the payment.

Registered address

This is the address associated with the registration number.

Postal address

This is the address to which post should be sent if different from the registered address.

Company number

This is the number under which the company is registered with Companies House. A charity commission number can be submitted instead or, where the project is carried out by a Local Network or other, non-registered entity, this can be left blank.

Section 2 - Local Public Liability Insurance (PLI) and Child Protection (CP) Requirements

Local Public Liability Insurance (PLI) and Child Protection (CP) Requirements

Please confirm the local authority requirements for Public Liability Insurance (PLI) and the Child Protection (CP) requirements for the area(s) in which you intend to undertake your events (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.

Section 3 – Your Activity Details

Proposed number of events

This is the number of IET Faraday Challenge Days you will deliver.

Region(s)

This should be the area(s) you plan to deliver IET Faraday Challenge Days in.

Location of events

Please describe where the events will take place (at schools or your own/other venues or a mix of both).

Booking of events

Please indicate if support will be needed to book events.

Section 4 - Engagement

Number of children, teams, schools and teachers involved

This is the expected number of children, teams, schools and teachers (as applicable) expected to be reached via the events.

Section 5 – Detail of Support Required

Reasons for requiring support

Please list in order of importance what funding is required. If we receive an overwhelming response for funding, we will prioritise funding in the order stated here.

Other funders and supporters

Please list any other funders or supporters contributing to your events.

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 events and their outcomes to the IET.

Amount of funding requested

Please tell us the total amount of money that you would like the IET to provide to support the the delivery of the IET Faraday Challenge Days identified above.

Total cost of activity

If the total cost of the activity exceeds your requested amount 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.

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, then the specific items that will be funded from the IET should be clearly identified. A separate breakdown of costs document can be emailed to Faraday@theiet.org if needed.

Date when the funding will be required

Please identify when you expect to invoice the IET for the funding (see Invoicing and receipt of funding below).

Section 6 - Declaration

Submitted by

This is where you, as the applicant, should insert your name.

IF YOUR BID IS SUCCESSFUL

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 funding 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 (if we already have you on our system, this won't be necessary). You will also be sent the IET's Faraday Challenge Day Delivery Partner Agreement which will also require a signature and need to be returned. We will not be able to provide any funding without a signed funding contract or delivery partner agreement. All such paperwork should be returned within one calendar month from the date of notification of a successful application. If there is an urgent requirement for funding this should be returned as soon as possible.

Please be aware that the IET will seek to make the available funding reach as many projects as possible. The IET may also choose to place conditions on the funding and recommend changes to the project to ensure it most closely meets the organisation's objectives.

Invoicing and receipt of funding

The IET Education 4-19 department will issue a purchase order and normally expect to pay invoices upon completion of the project. However, the department will consider requests for funding prior to project commencement in exceptional circumstances. When submitting your application, you will need to identify the date you will be invoicing the IET for the funding so that the IET can issue a purchase order in a timely manner.

Rights and acknowledgement of the IET

As a funder of your activity, the IET will have a stake 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 IET for the IET to use as we see fit. In the event of your organisation ceasing to operate we will expect master copies of all materials to be passed over to the IET.

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

Reporting

It is a condition of accepting funding from the IET that full reports are submitted within six weeks of completion of the activity. An 'Activity Outcome Report' form and related metrics gathering document is included in the documents sent to you if your application is successful. As part of the outcome, you will be asked to include the monitoring and any additional evaluation that you have undertaken as part of the project. A failure to report on a funded project will preclude you or your organisation from applying for any further funding from the IET 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 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 1998 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.

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

The IET wish to raise awareness of any educational projects that we support, both within the IET and its membership but also within the wider education community and the media where appropriate. If your application is successful it is assumed that you are content to have the title of the activity, the name of your organisation and a précis of the project placed upon the IET website and that the IET will be entitled to raise awareness of your activity, or use your activity to raise awareness of the IET's educational activities by any appropriate means.

The IET Marketing and Communications departments may contact you for further information and you may be asked to submit an article for distribution on the IET website or in one of the IET's publications.

Further information

Further information about the application process and funding criteria can be obtained from David Lakin (davidlakin@theiet.org).