Guidance for Engineering Education Grant Scheme Online Application

Using the simple online application form

Before starting an application, please thoroughly review the **guidance document**, **eligibility requirements** and **deadlines**.

You can track your progress through the eight required sections listed, save and continue to update your draft application until you are ready to submit, reviewing and amending as often as you like up to the deadline.

To view/edit existing submissions, or print a copy to share with partner organisations, log in and select 'my applications'.

First time users must create an account before beginning a submission.

Applying Online – Step by Step

Applicant Information
- *Funding Level*: Select which level of funding you're applying for, up to £5,000 or £5,001 – £15,000.
- *IET or IMechE support*: Select and detail the member support you have for your project; member/s led, member/s as co-applicants, member/s advocate, or advocate has been requested.
- *Previous Grant Success*: If you have previously had success with an EEGS application, detail here.

About Grant Recipient
- *Type*: Select Individual, Company or Charity, providing additional details as prompted.
- *Registered Number and Address*: Provide number and address under which the organisation is registered with Companies House or the charity commission. If carried out by a non-registered entity, enter 'not registered'.
- Provide information about the individual or organisation responsible for managing and delivering the project and receiving the payment. Ensure the organisation or individual(s) listed are able to accept payment from IET.
- *Applicant information*: Provide details about your organisation, including size and website. If applying as an individual tell us why you are interested in carrying out this project. *Max 150 words*

About Project Lead
- *Activity title*: This should be the title by which the activity should be referred.
- Provide information about the person responsible for managing and delivering the project, who will be considered the first point of contact for any matter regarding the project, including payment and reporting.

Co-Applicants
- Up to three co-applicants can be added for projects which are to be delivered in partnership. Provide details of the lead contacts from your partner organisations.

Local Public Liability Insurance (PLI) and Child Protection (CP) requirements (CP)
- Confirm the local authority requirements for PLI and the CP requirements for the area in which you intend to undertake your project. Confirm your project team comply with these requirements or, if you do not at the time of application, the process is underway to meet these requirements.

Project Information
- Detail the expected number of children, teachers and engineers who will participate in the project.
- Select all school types and age ranges which most closely matches the children reached in this project.
- *Dates*: *Start date* should be the date you intend to commence work on the project and should not be before the decision date for the funding round to which you are applying. *End date* should be the date when 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, enter the date you expect the resource or exhibit to be available for use.
- *Location*: Select or detail where the project will take place. If the activities will take place in more than one place, e.g., workshops in schools in a particular county, a broad description is appropriate.

- *Project Synopsis*: Provide a brief synopsis and general overview of the scope of your project. Please be aware this information may be edited and used for publicity purposes. *Max 250 words*
- *Activity proposal*: Describe the proposal as fully as possible, including involvement of supporting organisations. If there have been any similar or pilot activities to the one you are proposing, include here. *Max 600 words*
- *Project objectives, outcomes and outputs*: State the objectives of the project, expected educational outcomes and tangible outputs from the project. Such as the impact on participating teachers and students; produced teaching resources, learning materials or websites etc. *Max 250 words*
- *Member involvement*: 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*: List all those involved with developing and delivering the project, including their name, organisation they represent, their role in the project and how they will contribute. For those individuals working with young people, where applicable, provide DBS certificate numbers. If specific individuals have not yet been identified state the number of personnel and how they will be sourced, i.e. companies, STEM Ambassadors etc. *Max 100 words*
- *Awareness and dissemination*: 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*: State how you will collect and report data on the reach and impact of your project, based on your stated objectives as well as collecting the standard data required by the funders. The depth and detail of the evaluation should match the scale of the project. *Max 250 words*
- *Diversity and inclusion*: Describe the 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
- *Requested funding*: Specify total amount of funding you are applying for to support your project.
- *Total activity cost*: Provide the total amount of the project if it is greater than the amount applied for.
- *Income sources*: List any confirmed or awaiting confirmation income from additional funding partners. If there is any expected income from the activity, e.g. if any of the costs are to be recouped through the sale of products or event tickets, this should be identified here.
- *Detailed costs breakdown*: 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. If VAT is applicable, include it in the cost for each item - Do not list VAT as a separate line item. If you're unsure about VAT consult a finance professional. Applications failing to itemise the budget so 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 funding will be required*: This date should be at least 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 details*: Provide details of someone who could be approached for a reference if necessary. We may contact your referee so please ensure your referee is happy to be contacted. A referee could be 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.
- *Consent*: How the data in your application will be used.
- *Feedback*: Provide details of anything that can be improve and how you found your application experience.

Further information about the process and funding criteria can be obtained by contact the EEGS team eegs@theiet.org