

The Engineering Education Grant Scheme - information for successful applicants

Congratulations on your successful application to the Engineering Education Grant Scheme (EEGS). We are delighted to be able to support your project.

This is a joint funding programme between the Institution of Engineering and Technology (IET) and the Institution of Mechanical Engineers (IMechE). The administration of the programme is managed on behalf of both organisations by the IET, as such all correspondence and contractual arrangements will be with IET.

Key contacts for the scheme are:

The EEGS Team
eegs@theiet.org

Zoe Buss
Education Manager – Regional Liaison
ZoeBuss@theiet.org

Sheila Crowley
Funding Administrator
SheilaCrowley@theiet.org

Invoicing and receipt of funding

We will do our best to issue payment according to the date requested in your application, a reminder funding is not available prior to six weeks' after the announcement week. Payment is dependent on receipt of your signed '**Funding Agreement**', completed payment information and requested documentation.

A Purchase Order (PO) will be raised by IET, once you receive the PO you should submit an invoice, referencing project title, PO number and the funding round. Invoices are paid 30 days after receipt in accordance with IET's Payment Policy.

Submitted as Organisation: If you have applied on behalf of an organisation you will be required to complete a '**New Supplier Form**', which should be returned as early as possible and within one calendar month. You must complete this form even if you have received a grant or other payment from IET in the past, so we can identify the correct account for payment. The bank or building society account must be in the name of the organisation which applied for the grant and you must supply a copy of your **Organisation Letterhead** with a corresponding address.

Submitted as an Individual: The project lead should receive and manage the grant. A '**New Supplier Form**' and '**Form B**' is required to be completed to enable you to provide your bank details and tax declaration. In some instances, an **Organisation Letterhead** is still required. However, an invoice is always required and should include; *your name, address, full contact details, project title, brief description, agreed funding amount, and PO number*, along with relevant *bank account details (name, account number and sort code)*. You must also include IET's address: *The IET, Finance Department, Michael Faraday House, Six Hills Way, Stevenage, Hertfordshire, United Kingdom, SG1 2AY*. Templates can easily be found online. Further investigations, such as providing Bank Statements etc., may be necessary for verification purposes.

Quick reference for documentation required:

- ✓ Signed **Funding Agreement**
- ✓ **New Supplier Form** (plus **Form B** if applied as an Individual)
- ✓ **Organisation Letterhead**

Once a PO has been raised by IET and sent to you

- ✓ **Invoice** quoting PO number

After completion of project

- ✓ **Report** and **Evaluation** (explained on page 2)

Important: Valid invoices should be submitted as early as possible after receiving the PO, strictly no later than 6 months' in order to receive payment. Please allow time for IET's 30-day Payment Policy.

Publicising funded projects

The IET and IMechE want to raise awareness of the supported projects, both within our organisations and membership, as well as externally to the media and beyond. A **Media Toolkit** is included in the documentation we supply to you, and support is available from the communications teams of both institutions.

Use of IMechE and IET logos

In recognition of the support you have received both IET and IMechE logos and website addresses/links should be included on any materials relating to the activity including print materials, web pages, banners, posters etc. Use of logos should be in line with *Brand Guidelines*, [IET](#) and [IMechE](#), and draft copies should be submitted to the contacts above or those listed in the [Media Toolkit](#) for final approval.

Connecting with IET and IMechE members

It is important to both organisations projects are supported by local engineers and that, wherever possible, participants can meet engineers acting as role models for the profession. It is also important to the funders that our member networks are aware of projects that have been supported by EEGS.

If you are not already in touch with your local member networks, please do connect. At a minimum you should inform them your project is taking place, and the networks can be a good place to request support from engineers if you don't already have volunteers involved. You can find your local contacts by following the links to [IET Local Networks](#) and [IMechE Member Networks](#).

Another good source of volunteers is the [STEM Ambassador programme](#), which links organisations with individuals with an interest in STEM subjects. Thousands of IET and IMechE members are registered with the programme, and you can contact your local [STEM Ambassador Hub](#) to request a STEM Ambassador.

Safeguarding and photography

We would love to receive and share photos of children participating in funded activities. However, if you plan to share photos with the funders please ensure you also supply written photo consent which makes clear IET and IMechE have permission to use the photos.

You are welcome to use IET's [photo consent forms](#) if you do not have your own, which will need to be adapted to include your organisation, so you are able to use and share photos. The permission should make clear how the images will be used, how they will be stored, who will be able to access the images, whether they may be shared with external organisations such as the media, how long the image will be stored for and how it will be disposed of. Full [policy for safeguarding children and adults at risk](#)

Careers resources

The IET and IMechE work alongside other engineering bodies to produce [careers materials](#) for young people and their parents. Resources are provided free of charge and can be ordered from [Tomorrow's Engineers](#)

Reporting and evaluation

The funders of EEGS monitor the impact of the educational activities 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.

In order to complete the [Online Report](#), please refer to the [Reporting Guidelines](#) and [Impact Evaluation Tool](#). It is essential 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 IET or IMechE until the outstanding report is received and acknowledged.

Further information

We are absolutely delighted to support your efforts to inspire the next generation of engineers. If you have any questions or if there is anything we can do to support your project please email [The EEGS Team](#) directly.

Please also visit our [EEGS successful application information webpage](#), which breaks down the process in four easy to follow steps.