

Frequently Asked Questions for The Engineering Education Grant Scheme

Before I apply questions

Applicant Eligibility

- [How do I know if I'm eligible?](#)
- [Can I co-apply with another organisation?](#)
- [We receive IET/IMEchE funding, can I apply?](#)
- [I'm outside the UK, can I apply?](#)
- [I've applied before, can I apply again?](#)

Project Eligibility

- [How do I know if my project is eligible?](#)
- [What projects and items are ineligible?](#)
- [Can I resubmit a previous project?](#)
- [Are there any examples of successful projects?](#)
- [My project will span more than one year, can I apply?](#)

General

- [Do I need an Advocate?](#)
- [I don't have an Advocate, what do I do?](#)
- [I am a student member; can I be an Advocate?](#)
- [I don't have Public Liability Insurance, can I apply?](#)
- [I have other funding secured; can I apply?](#)
- [I will receive income for my project, can I apply?](#)
- [Do I need to consider VAT?](#)
- [Which round should I apply for?](#)
- [How do I apply?](#)
- [I've missed the deadline, will there be a future round?](#)

Following my submission questions

- [How is my project judged?](#)
- [When will I know the decision?](#)
- [What feedback will I receive?](#)

I've been successful questions

- [I wasn't granted the amount requested, why?](#)
- [Why is IET only contacting me?](#)
- [What documentation am I expected to complete?](#)
- [Why do I need to provide further documentation?](#)
- [When will I receive my awarded funding?](#)
- [Can I split payment to be received on different dates?](#)
- [Who do I contact with any queries?](#)

- [What is required of me after receiving funding?](#)
- [The project has changed or been delayed in its start](#)
- [When do I need to complete my Evaluation by?](#)
- [What happens if I don't complete my Evaluation?](#)

[I can't find my answers here, what do I do now?](#)

Before I apply, I have some questions

Applicant Eligibility

How do I know if I'm Eligible to apply?

Any organisation or individual able to develop and deliver STEM activities are eligible to apply. This includes; schools, science communicators, youth clubs, after school groups, science festivals, museums, science centres, STEM based companies, FE colleges, Higher Education Institutions and members of IET and IMechE.

Can I co-apply with another organisation?

Yes. Up to three co-applicants are permitted as we are keen to receive applications from teams with diverse expertise, in a range of skills and from a variety of sectors. Professional engineering institutions are welcome to work in partnership but cannot be the lead organisation or receive grants from this scheme.

My organisation receives IET/IMEchE funding, can I apply?

No. Organisations receiving IET or IMechE funding are ineligible. There is a caveat to this whereby we would welcome applications from localised youth groups who do not receive direct funding from their national organisation.

I'm outside of the UK, can I apply?

Sadly no. The scheme is only available for those based in the UK at present.

I've applied before, can I apply again?

Yes. If you have previously applied and been unsuccessful you are able to apply again. However, if you have received funding in a previous round you must complete all requested evaluation documentation to be eligible for consideration.

Project Eligibility

How do I know if my project is eligible for submission?

Any project that aims to inspire young people to study STEM subjects or raise awareness of engineering and technology-based careers could be funded. Projects which improve wider engineering literacy and bring about a better understanding of the role of the engineer, and the contribution engineering makes to society are eligible. This can be anything from an in-person workshop to a virtual game, or a musical project in a box to a website, there really is a vast scope for the type's projects accepted. However, funding will only be granted to not-for-profit activities.

What projects and items are ineligible?

- Programmes currently receiving substantial or long-term financial support from IET or IMechE;
- Activities that do not relate directly to engineering;
- Activities developed by and delivered in individual schools for the sole benefit of that school. If your school is based solely in a statutory health setting, please contact the EEGS team for an initial discussion;
- Applications solely for sponsorship of existing events;
- Applications whose primary purpose is to enable participation in national competitions;
- Applications substantively for transportation costs/subsidies for schools attending events;
- Costs for salaried staff except for those who would be considered contract staff;
- Volunteer Expenses;
- Costs for the Evaluation of the Project;
- Prizes for schools or individuals, unless included as part of a funded activity;
- Tuition fees for any College or University;
- Reapplication for the same project.

Can I resubmit a previous project?

Yes and no. If the previous application was unsuccessful, yes. If the application was successful it could be but must demonstrate significant development in scope and/or reach and have completed all requested evaluation documentation.

Are there any examples of previously successful applications?

[Previously successful projects](#) are available to give an example of the organisations and projects previously successful.

My project will span more than one year, can I apply?

Of course. Simply let us know in your application and, if successful, update us of your progress every five-six months.

General Questions

Do I need an Advocate to apply?

Yes. It is important projects are supported by local engineers, and applications must be either led by IET and/or IMechE members, have members as co-applicants, or have an Advocate. Any project submitted without one will be withdrawn from consideration. Please note: your IET/IMechE member or Advocate may be contacted.

I don't have an Advocate, what do I need to do to secure one?

Any engineer who is a member of IET or IMechE can fulfil this requirement. If you do not have any existing contacts an Advocate can be found locally through your [IET Local Network \(LN\)](#) or [IMechE Member Networks](#), or by asking your local [IET Education Officers/Ambassadors](#) or [IMechE Regional Education Officers \(REOs\)](#).

If you are unsuccessful in securing an Advocate through these channels please [request an Advocate](#) directly.

I am a Student Member; can I be an Advocate for a project?

Yes. Any member of IET or IMechE can lead or Advocate for a project.

I don't have Public Liability Insurance (PLI), can I apply?

Sufficient PLI must be in place before you begin your project. The process of securing this should be underway at the time of application if not yet obtained. You will need to inform us of the progress and provide evidence if requested.

I already have or will secure other funding sources for the project, can I apply?

If the total cost of the activity is more than the amount of funding requested, you must inform us of the total amount of; the activity cost, if the additional funding sources have been identified, who they are and if this has been committed.

I expect to receive income for the project, can I apply?

If there is any expected income from the activity, such as any additional costs to be recouped through the sale of products or event tickets, these must be detailed in your application.

Do I need to consider VAT in my application?

Grants do not generally attract VAT and will not be added to the value of your grant. If you're unsure, please consult a finance professional.

Which round should I apply for?

Projects must commence within seven months of that rounds decision week. If the project is to commence after this time you are to apply for a subsequent round.

How do I apply?

Apply using our [online application form](#), guidance of which can be found on [Online Application Guidance](#). You will need to create a new account if new to EEGS and the system used.

I missed the most recent funding round, will there be another round I can apply for in the future?

Yes. Two rounds are available each year and are currently on an ongoing basis. In general, the Spring round opens the last week of January and closes mid-April, while the Autumn round opens mid-July and closes the first week of October.

Following my submission questions

How is my project judged?

Applications will be assessed by a panel of judges against the Assessment Criteria, which is found on [EEGS Guidance](#).

When will I know the decision of my submitted project?

All applicants will be notified of the outcome of their application via email during the correlated announcement week.

What feedback can I expect to receive about my project?

We understand the importance of feedback with any application and will pass on any practical advice provided by the judges when requested. However, most applications are unsuccessful because they are ineligible, or the project submitted didn't score as highly against the Assessment Criteria as other applications received that round.

I've been successful, and have questions

My project was successful but didn't receive the amount requested, why is that?

The funding organisations seek to make the available funding reach as many projects as possible, and often the amount of funding requested far exceeds the amount of funding available. Therefore, the judging panel may choose not to fully fund submitted projects and suggest areas where savings can be made.

Why is only IET contacting me?

The administration of the programme is managed on behalf of both organisations by IET and all correspondence and contractual arrangements will be with IET.

What documentation am I expected to complete to receive my funding?

You will be sent a **Funding Agreement** at the same time as a **New Supplier Form**, (a **Part B Form** will also be required if applying as an individual) which are to be completed and returned along with an **Organisation Letterhead** within one calendar month from the date of receiving the *Funding Agreement*.

Why am I being asked to provide a bank statement and other documentation?

Additional documentation may be requested to verify accounts or personal details. Most commonly with, but not limited to, individual applicants.

When will I receive my awarded funding?

Funding is not available until *at least* six weeks' after the decision date, to allow time for all requested documentation to be completed and payment arrangements to be made. The IET will only issue a purchase order (PO) after receiving all completed documentation, which is to be quoted on your submitted invoice. Payment will then be made in-line with IET's strict 30-day payment policy.

Can I submit more than one invoice to split up the payment?

No. The IET will only pay one invoice for the full cost of the project.

Who do I contact with any queries?

The EEGS team will always be your first contact, however, you will be provided with a list of key contacts at IET/IMechE.

What is required of me after receiving funding?

You are expected to be involved in promotional activities, which could range from information being uploaded on to the funders' websites, achieving coverage in the media or via social media channels, including local politicians or businesses. IET and IMechE branding are to be included on any materials relating to the activity and involve members in the projects wherever possible. Distribute Tomorrow's Engineers [careers resources](#), and share information about activities which have the potential to be carried out by other members of the STEM education community. You are also expected to complete requested evaluation documentation.

The Project has changed or been delayed, what do I need to do?

Contact the very understanding EEGS team and explain the situation and how you intend to proceed. They will then be able to best advise you on what needs to be done from an EEGS point of view.

When do I need to complete my Evaluation by?

Outcome reports are expected **three weeks** after the end date of the project, and the depth and detail of the evaluation should match the scale of the project.

What happens if I don't complete my Evaluation?

Failure to report on a funded project will preclude you and/or your organisation from applying for any further funding from IET or IMechE and may result in the funding being recovered.

I can't find my answer here, what do I do now?

For any queries not already answered in the **Guidance documents** or **FAQs** please contact EEGS Team: eegs@theiet.org