



CYMDEITHAS DDYSGEDIG CYMRU THE LEARNED SOCIETY OF WALES

FLSW Event Support **Event Support application process**

FLSW event support furthers the delivery of the Society's priorities by funding or helping to promote events and activities that promote and develop Wales' research and innovation.

This document outlines the process for applying for any of the listed forms of support, including Funding. If you only require support with promotion, please refer to the Promotional ONLY form.

Who can apply?

This fund is open to all Fellows of the Learned Society of Wales who usually apply on behalf of an organisation that is planning an event/activity.

What will we support?

In principle, LSW may support any kind of events that will contribute to the promotion and development of Wales' research and innovation and that meet the requirements of this policy.

We are seeking proposals for events that are innovative and inclusive – reaching beyond the boundaries of your organisation to include a wide range of people and that can demonstrate impact beyond their usual spheres. We will prioritise new events and ideas that demonstrably connect and bring together a range of individuals from diverse organisational backgrounds including Fellows, ECRs and other individuals relevant to your plans. Where appropriate, we expect events to be open to a wide, cross-sectoral participation. Consider how your event/idea can be improved by involving other organisations, charities, universities or groups.

This might include:

- Workshops, panel discussions and roundtables
- Public engagement events, e.g. festivals and exhibitions
- Conferences and symposia
- Training

Your event may take place on-line or in person. For accessibility we encourage hybrid events to widen the accessibility and audience of events supported through this scheme, where appropriate.

Funding will only be provided for events that include participants outside of your own institution/organisation.

Please do not advertise or invite people to your event before you apply for/receive LSW support in order that the LSW logo can be included when you do. If this has begun, please address it and let us know how you will ensure LSW support is fully recognised during the event.

Types of support

LSW support for events covers the following categories. Applicants may apply across one or more of these categories for each proposed event. The Event support form allows you to apply to one or more of the following:

- a) **Funding.** Applicants may apply for between £250 and £1,000 per event. We will aim to secure a balance of funding across a range of different topics and areas. LSW funding may be requested as part-funding towards an event that is also receiving core or grant monies from other sources.
- b) **Promotion.** We are able to promote supported events using (as appropriate) social media, the Fellows' bulletin, our website and our external newsletter. We are also able to share recordings, images and scripts post-event where relevant. If you are applying for promotional support ONLY, there is a shorter application form that you can complete.

The following two areas are also available in some circumstances. Please be clear on the reasons why you require this additional support when completing the Event Support application form:

- c) **Online hosting.** We have a paid Zoom package and will be able to help partners to host events if they are unable to do so themselves.
- d) **In-kind support by staff.** In some cases, we will offer additional support for events that make a particularly strong contribution to our strategic priorities. Depending on what is appropriate for the individual event, this may include support for planning, event staffing, reporting or linked policy work.

Assessment criteria

All applications must address how the proposed activity will achieve the following criteria. This will be captured via an online application form where we will request a brief response to the following criteria:

- **LSW Mission and Aims** – Demonstrate how your event will support our mission and at least one of our [strategic aims](#).
- **Accessibility** - Demonstrate how your event will be accessible – inviting, encouraging and welcoming all (e.g. by appropriate pitching of the topic, promotion through diverse channels, use of participative methods during the event or asking for access requirements such as physical access or large print resources)
- **Diversity** - Where your event has speakers or panelists, you will actively seek a diverse range of people (with a normal expectation that panels will be at least gender-balanced, and standalone lectures chaired by someone of a different gender).
- **Impact** – tell us how you plan to maximise and measure the impact of this event on your audience, partners or local community (surveys, feedback forms, demographics data etc)
- **Welsh context** - Your event should demonstrably contribute to the promotion and development of Wales' research and innovation community.

Exclusions

The following are not eligible for support:

- Events involving a single organisation, or single HEI.
- Politically partisan events or venues
- Events or venues that may be seen as promoting a religious doctrine
- Events or venues that may be viewed as offensive or defamatory in the opinion of LSW.
- Retrospective funding for events that have already happened
- Core costs or estates/indirect costs
- Purchase of alcohol for events
- Office equipment and laptops or any equipment not directly related to the holding of the event
- Fees or honoraria to people already in paid employment to deliver activities where such activities would reasonably be undertaken as part of their normal duties
- Infrastructure or building costs
- Attendance at scheduled events
- Expenses incurred submitting the proposal
- Academic courses such as Master's degrees or PhDs, and other tuition fees.
- Proposals that conflict with LSW policies, charitable objects or charity law

Series of events

- We recognise that some funding applications may be related to activities that are planned annually or over several years. These events will be required to evidence why you are requesting ongoing funding/support.
- LSW may agree to fund the first event in the series and then request that the applicants apply again in future for the proposed subsequent events.
- If LSW agree to fund a series of events over a number of years, they will clearly state the conditions under which they are approved.
- A formal agreement will be provided between LSW and the successful applicants outlining this process.

Processing applications

Event support applications (these can include requests for any of the types of support listed above) have two application deadlines per year as stated on our website.

a) Submit and receive application

- FLSW Event Support will receive applications for support against two deadlines per year. These dates will be clearly communicated via the LSW website.
- Applications must be submitted by midnight on the listed deadline date.
- Applications must be made via the FLSW Event Support Form which can be found on the LSW website.
- Upon receipt of an application, LSW will acknowledge it and confirm the date that a decision will be made by. We aim to provide the outcome of the decision to all applicants within 6 weeks of the deadline.

All applicable questions on the application forms must be fully completed to be considered for support.

Please do not assume or agree to organise events based on funding or LSW support before it has been formally communicated. We will not be responsible for any costs incurred before agreement is reached.

b) Consider application

- Applications will be scored against the assessment criteria listed above:
 - LSW Mission and Aims
 - Accessibility
 - Diversity
 - Impact
 - Welsh context

Event Support applications:

- An initial assessment will be made by LSW staff.
- Applications will be shared with the FLSW Event Support Review Panel who will review them against the application questions and criteria.
- The panel will make their decision based on the information provided and will inform LSW staff of the outcomes to be shared with the applicants.
- The panel may request additional information from applicants to aid their decision – this will be communicated via LSW staff.
- LSW have the discretion to offer full funding or partial funding to applicants deemed successful. Other forms of support may still be offered if funding is not granted.
- In exceptional circumstances, if more than £1000 is applied for, this request will be taken to the Executive with the Review Panel's recommendation. If the Executive approves the request in principle, they will then pass it to the Finance Committee to consider any proposed alteration to the annual budget. In these circumstances, we will reserve the right to extend the deadline for a decision. We recommend you speak to LSW staff to discuss such a proposal before submitting an application.
- Members of the panel will inform the Chair where they identify any conflict of interest. If the Chair has a conflict of interest, they will inform staff.
- Conflicted member(s) will not participate in, or influence, the decision or any vote on the relevant application; they must also withdraw from the meeting during the discussion.

c) Inform applicant

- The target time for informing an applicant of the outcome of their application is 6 weeks from the stated deadline, but this may be extended if more substantial discussion is required. Applicants will be informed if the deadline is to exceed these deadlines.
- If the decision is to support the event, the applicant will receive a standard email informing them of the outcome, outlining the requirements of the grant and providing the relevant LSW promotional materials.
- If the decision is not to support the event, the applicant will receive a standard email outlining the result. The LSW decision is final.

Acceptance of offer of support

- Applicants must respond to any offer of support by accepting or declining in writing within 2 weeks of receipt of the offer.
- If your event is no longer able to go ahead, you must inform LSW within 2 weeks of this decision and return any monies paid within 4 weeks of this decision.

Responsibilities of successful applicants

- You must hold your event within 12 months of receiving confirmation of LSW support.
- Any event which is proposed to take place more than 12 months of the submission deadline will be subject to the discretion of the FLSW Event Support Review Panel and LSW Finance Officer.
- Acknowledge the LSW's support in any publicity materials including invitations and also at the event (eg/with logos and words of thanks on slides or in chair's opening remarks)
- Provide the society with content that we can use to help promote the event (where relevant) at least 6 weeks before the event
- Comply with your organisation's Welsh language standards
- To invite at least one representative of LSW to the event – with the expectation that our President or CEO may have first refusal of this invitation
- Provide the Society with content that we can use after the event (e.g. photos, social media content, report, recordings) with appropriate permissions for us to share and promote
- Where possible, provide relevant impact data post-event
- If you have been granted funding towards your event, we expect to be invoiced within three months of the date of the event. Any claims made after this date will not be paid. In addition, please provide a short update on the event and share photos/data where relevant. If the activity resulted in a smaller spend than anticipated we expect to be invoiced accordingly.
- If your organisation/activity does not have the funds available to invoice us retrospectively, please state this on your application and speak to us about possible alternative options.