**The ISBE events bursary scheme**

The ISBE events bursary scheme operates to provide a robust, impartial and transparent process for requests for funding to support events that are not already funded by the Institute’s Communities of Interest and Special Interest Groups.

The scheme is open to all current ISBE members and provides a route to apply for the Institute’s support, both in terms of promotion and funding.

The 2019 events bursary scheme has a fund of £2,000, available in 8 contributions of £250.

Two rounds of funding will be offered in the Spring and Autumn with 4 awards of £250 each during each round.

**Requirements**

All proposed events must align with the purpose, values and vision of the Institute (<https://isbe.org.uk/about-us/who-we-are/>)

Events must not be linked with ISBE’s existing COIs and SIGs

Proposers must agree to provide a blog piece for the ISBE website within two weeks of the event. This will be shared with the ISBE networks.

**Process**

For the Spring 2019 round of bursaries, applicants should complete the form that follows in this document and submit it to info@isbe.org.uk by June the 3rd 2019.

A judging panel of the ISBE Board will choose the four successful applicants. Judging is anonymous and all applicant details will be removed from applications prior to judging.

ISBE will then work with the successful applicants to promote the subsequent event, and, following the production of receipts, and the delivery of the required blog piece to ISBE, payment will be made by the ISBE office.

**Applicant details**

|  |  |
| --- | --- |
| Name: |  |
| Role: |  |
| Institution: |  |
| *Contact details* Address/ Phone: |  |
| Email: |  |
| Any previous experience of organising workshops? |  |

1. **Workshop you would like to host**

|  |
| --- |
| ***Please provide a summary of your proposed workshop. If you have a draft programme in mind please attach that too.*** |

1. **How will this work?**

Please identify the following:

|  |  |
| --- | --- |
| How will you help to promote the event internally and externally? |  |
| How will the day be managed? What support will you have to receive delegates and ensure refreshments are provided on time? |  |

1. **Fit with the Institute**

***How does your proposed event align with ISBE’s purpose, values and vision?***

**Notes for applicants**

1. The content and structure of the event will be suggested by the applicant.
2. The event will be promoted via the ISBE Office and ISBE partnership and referral lists but applicants should promote it internally and to their own circulation lists. On the day of the event, the event will be hosted and organised locally.