

MATHS WEEK SCOTLAND SMALL GRANTS FUND 2019 – GUIDANCE

The Maths Week Scotland Small Grants Fund is a partnership between the Edinburgh Mathematical Society, the Glasgow Mathematical Journal Trust and the Scottish Government Learning Directorate providing financial support to encourage Maths Week Scotland-related activity, participation and innovation in 2019.

The Fund is open to organisations, partnerships and individuals that require support to participate in, or to lead the development of activity for, Maths Week Scotland 2019 at local, regional and national level including: schools, early learning and childcare providers, local authorities, community and family learning providers, parent councils, colleges, universities and Third Sector organisations.

Further information on Maths Week Scotland can be found at <https://www.mathsweek.scot>.

Aims of the Fund

The aim of the Fund is to stimulate and support activity, participation and innovation during Maths Week Scotland 2019.

Intended outcomes

Across Maths Week Scotland, we want people of all ages and backgrounds to:

- Be curious, enthusiastic, confident and engaged in numeracy and mathematics;
- Understand the relevance of maths learning and skills to their lives, now and in the future;
- Have access to a diverse range of events and activities promoting and demonstrating the joy and value of maths.

What approaches will the Fund support?

The following list is not exhaustive nor in any order of priority, and we would be very happy to receive applications for other types of activity:

- Transport provision for pupils, particularly from isolated rural schools, to attend events at universities, colleges, science centres and other activity and event locations.
- Maths trails, treasure hunts, escape rooms, maths art circles, puzzles and competitions involving pupils, family, other schools and members of the community.
- Initiatives to help parents/carers support their children's numeracy and mathematical development from the early years onwards.
- Cross-curricular projects with a substantial mathematical element, such as mapping and building a scale model of the school, or creating large-scale mathematical constructions.

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- Engagement of an inspiring speaker or activity-based demonstration eg maths performers/magicians.
- Visits to local businesses or organisations to learn about maths in different contexts, jobs and workplaces.

Last year the Fund supported a British Science Association Geek Retreat focused on maths and board games, a problem-solving initiative between s1 pupils and 3 of the p7 years from their cluster primary schools, a nursery-based initiative to engage and enable parents and carers to learn maths with their children as part of everyday routines, CSI/Forensics lessons in schools with children working in teams, awards for Maths Inside photography contest run for school pupils by the University of Glasgow, a visit from the Bletchley Park education team to secondary schools in Angus, *K'Next Generation*, *Lego*, *Izak9* workshops in schools, the creation of a maths library in a school with games, challenges and books for loan, and videos created promoting how maths features in the world of work by the University of Edinburgh.

Are there any priority areas?

All applications will be considered carefully against the stated criteria for funding and we welcome any bid that seeks to address particular challenges in relation to remote and rural communities, opportunities for family and community engagement, and the provision of inspiring events and talks for school pupils.

When can I apply and what is the maximum level of funding available?

Applicants are invited to set out a reasonably-costed proposal that is realistic and achievable within the set timeframes. Bids will be assessed against a number of criteria including value for money. Your bid will be judged on a competitive basis with other applications that have been received.

The funding will be released in two tranches; the first will be open for applications 13 to 31 May 2019 and the second 19 August to 11 September 2019. We will aim to inform you of the outcome of your bid within two weeks of the deadline for applications unless we make a separate arrangement with you where an earlier response is critical to securing plans.

For early learning and childcare providers and schools (or local authorities on behalf of collective ELCC and school proposals) there is no upper or lower limit to the amount of funding that can be requested.

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For bodies that have a remit and receive funding for maths or STEM outreach and engagement activity, such as science centres and university outreach departments, we have set an upper limit at £2,500 and will consider bids only where match funding is in place (either from the host organisation or an additional investor).

Bids from other organisations will be assessed on a case-by-case basis against the criteria, aims and intended outcomes.

In both tranches we plan to allocate one larger amount of funding (up to £5,000) to a bid that shows particular ambition, innovation, impact and reach.

How can I apply?

The application form for the Fund can be downloaded from <https://www.mathsweek.scot/schools/small-grants-fund>. You should complete all the relevant sections on the application form and keep a copy of the application form for your own records.

The application requires:

- A description of the activity proposed and an indication of who will benefit from the activity and in what way. It is helpful for us to know, for example, how many pupils, of what age group(s), will be involved.
- A financial breakdown of the total expenditure involved. We appreciate that it is often unrealistic to provide a very detailed budget a long time in advance, but please supply as much information as possible.
- Details of any other applications made to support the activity and the dates when the results of such applications will be known. If non-financial support has been offered from other sources (e.g. staff giving up their free time to run an event, or another institution providing free accommodation for it) then it would also be helpful to know this.

The detail within applications should be proportionate to the level of funding requested, for example a request for the costs of a coach for pupils to a local science centre event would require only basic information.

In some cases we may offer part-funding or conditional funding, or invite applicants to submit a modified version.

Please send your application form to the Edinburgh Mathematical Society at edmathsoc@ed.ac.uk by 17:00 on Friday 31 May. The subject line of your email should be 'Maths Week Scotland Small Grants Fund – *[your organisation name here]*'.

Please contact laura.ross@gov.scot if you have any questions or would like to discuss your ideas.

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How will we assess your application?

A panel representing the three bodies involved will assess how well your proposal meets the purpose of this competitive fund based on the following criteria:

Criteria	Score (0-4)	Weighting (1-5)	Max Score Available
How well does the proposal address the aims and intended outcomes of the fund?		5	20
Impact and effectiveness – including aspects relating to reach and scale of the programme for a given level of funding.		2	8
Additionality – how your proposal could add value to or extend provision including reaching new audiences and delivery of new content and approaches.		2	8
Total			36

Applications will be scored 0-4 based on the following:			
0	Does not meet the criterion	3	Meets the criterion
1	Does not meet the criterion in one or more significant respects	4	Exceeds the criterion in one or more respects
2	Does not meet the criterion in some minor respects		

Scoring

Your application will be assessed and scored against the above criteria. Your score will determine the amount of funding you are awarded. We will rank applications based on the scores against the criteria and funding will be distributed to allow as many activities as possible to take place.

You should also give consideration to the following:

- Be clear about what you will do and how you will do it;
- Provide the right level of detail – don't leave any gaps but don't overload on information either; and
- Ensure that your costings are realistic and in proportion to your plans.

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Additional information

1. Eligible costs

Please see below some examples of eligible costs which you might consider in your proposed budget within the application form. Please contact us if you require any additional guidance regarding this.

- Reasonable travel and subsistence costs for school pupils to attend external events;
- Fees and associated costs for speakers and performers;
- Activities and events - including venue, catering, competition prizes;
- Teacher cover (for practitioners involved in the delivery/facilitation of activity rather than attendees);
- Costs attached to the provision of resources, photocopying etc as part of activities such as escape rooms, maths relays and maths trails.

2. Other sources of funding

There is no requirement to find partnership funding but please let us know of other sources of funding you will be using to develop your activities such as:

- A contribution from your own organisation, either financial or in-kind;
- Funding from public organisations and local enterprise companies; and
- Grants from trusts and foundations.

3. Conditions of award

- Your proposal should respond to the intended aims and outcomes of the Fund as stated in this guidance document;
- Applications can only be considered if they meet the funding criteria;
- All activity is to be provided on a non-commercial basis and must be available free of charge to participants;
- Successful applicants may be asked to provide additional information regarding numbers, impact etc to feature in a report of activity during Maths Week Scotland 2019.
- Successful applicants
 - should not make changes to the project without notifying us first; and
 - should carry out the project in line with the timescales given in the application.

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4. Publicity

Information on funding awarded may be made public by the Scottish Government, the Edinburgh Mathematical Society or the Glasgow Mathematical Journal Trust. If you are successful in your funding bid then we will also ask you to include information of the grant fund in your promotional materials and through your event.

5. Openness and accountability

Reports from information you supply within your application and from comments made on your application by external assessors and staff members will be held digitally. The information you supply will be made available to those assessing your application.

For the purposes of the Freedom of Information (Scotland) Act 2002 (FOISA) Scottish Government is obliged, as a Scottish public authority, to make your information (which will include your application) available by anyone making a Freedom of Information request. By submitting your application, you waive any right to raise any type of legal proceedings against Scottish Government as a consequence of, or in contemplation of, any disclosure of the contents of your application in response to an information request made under FOISA.

6. Information that we may release

If your application is successful, we will release the following information from your funding application if we receive a FOI request:

- Your name;
- The amount of funding requested; and
- The summary description of your project.

7. Data protection

Information supplied by you in support of your application will be stored on our records system. The data we hold may be used for the following purposes:

- To report statistics
- To assess applications
- For accounting purposes
- For contacting you.

Your name, address and contact details will be held on our records system. We will use this information to correspond with you. We will not forward your details on to any other organisations.

The details of your application may become public information. However, your personal details will be held by us and only our staff, appointed auditors and those involved in assessing or monitoring awards will have access to them.

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You have a right under the Data Protection Act 2018 to see the information we hold on you. By signing your application form you are agreeing that we can use your information as shown above.

“Data Protection Laws” means any law, statute, subordinate legislation, regulation, order, mandatory guidance or code of practice, judgment of a relevant court of law, or directives or requirements of any regulatory body including the Data Protection Act 1998, the Data Protection Act 2018 and any statutory modification or re-enactment thereof and the General Data Protection Regulation (GDPR). For more information on the Data Protection Act 2018 see <https://ico.org.uk/for-organisations/data-protection-act-2018/>