

MATHS WEEK SCOTLAND SMALL GRANTS FUND 2020 – 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.

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 2020 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 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 2020¹.

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?

In previous years, the Small Grants Fund has been used to great effect to create activities and support participation in events in schools and communities led by early years, school, university, business and community learning practitioners. This year, the ongoing impact of the public health challenges mean that activity may need to focus more on digital engagement, carefully planned school activities and opportunities for outdoor/community engagement. It's envisaged that the Fund will support and enable the potential for some innovative activity along the following lines:

- **Outdoor learning** in playground or other outdoor spaces – eg large maths games, playground designed painting, community trails/challenges in parks and outdoor space.

¹ It is recognised that for various reasons activity may take place outwith Maths Week Scotland dates, please advise if that is to be the case and state why.

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- **Digital resources** that can support learning at school or home and is introducing something new to the landscape.
- **School events** – activities that enable pupils to engage positively with mathematics.
- **Addressing barriers to innovation** eg software licenses, software packages, live streaming platforms.
- **Recognition/awards** for participation in activity.

These should complement Maths Week Scotland, Scottish Mathematical Council and Education Scotland national resources that will be created for schools, parents, communities and learners.

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 Fund will be open for applications Monday 10 August to noon Wednesday 26 August 2020. We will inform you of the outcome of your bid week commencing Monday 7 September unless we make a separate arrangement with you where an earlier response is critical to securing plans.

Funding awards will be capped at £2,000. Where applicant organisations already have a remit and receive funding for maths or STEM outreach and engagement activity, such as science centres and university outreach departments, we will consider bids only where match funding is in place (either from the host organisation or an additional investor). In some cases we may offer part-funding or conditional funding, or invite applicants to submit a modified version.

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How can I apply?

The application form for the Fund can be accessed www.mathsweek.scot/small-grants-fund. You should aim to 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.

Please submit your application no later than noon on Wednesday 26 August 2020.

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

How will we assess your application?

A panel representing the three bodies involved will assess your proposal based on the following criteria:

- How well the proposal addresses the aims and intended outcomes of the Fund;
- Impact and effectiveness – including aspects relating to reach and scale of the programme for a given level of funding;
- Additionality – how the proposal could add value to or extend provision, including reaching new audiences and delivery of new content and approaches; and
- Value for money.

Additional information

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1. Eligible costs

Please see below some examples of eligible costs that 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;
- Purchase of software licenses, software packages, live streaming platforms;
- 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 2020.
- 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.

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, and to be explicit that your event is part of Maths Week Scotland.

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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.

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.

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“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/>