STEM E&E Grant Scheme 2020/21
Grant terms

Please read this page carefully and complete and return the contract on the second page to schools@ri.ac.uk by Friday 27 November 2020. You don’t need to post the form; a scan or photo of the form will be sufficient.

Terms of the grant

• Grants are for a maximum of £500 (including VAT). This money can be used to cover the cost of the activity specified in your application plus travel expenses incurred by the school (if your activity involves a school trip). The grant cannot be used for any other purpose.
• The Ri reserves the right to request a copy of the invoice issued by your activity provider and any receipts or invoices relating to travel expenses, should this be deemed necessary.
• It is your school’s responsibility to initially pay for your activity according to the provider’s terms. The Ri will not be held responsible for failure to meet the provider’s terms of payment.
• Once your activity has taken place, you will need to return feedback to the Ri along with an invoice for your activity. We will then reimburse your school up to a maximum of £500 (including VAT). If we do not receive the necessary feedback from your school, we will be unable to make the reimbursement. We are unable to reimburse any invoices we receive after 31st July 2021. Once you have paid for your activity, it’s important you get your invoice to us as soon as possible.
• We recognise that due to a lack of funds, some schools may not be able to pay the provider prior to reimbursement. If this is the case for your school, please contact the Ri before signing your contract so that we can make alternative plans.
• An Ri member of staff may visit your event. If so, it is likely that we will take photographs for publicity and reporting purposes and so will ask you to secure parental consent for this.
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Acceptance form

Please complete this form and return it by **Friday 27 November 2020**. Your signature will indicate that you agree with the terms of the grant on the previous page. You do not need to return this form by post; a scanned version will be sufficient, or a good quality photo.

Date ………………………………………………………………………………………………………………………………..

Your name …………………………………………………………………………………………………………………………..

Signature ……………………………………………………………………………………………………………………………..

School ………………………………………………………………………………………………………………………………

Headteacher ……………………………………………………………………………………………………………………

Headteacher’s signature ………………………………………………………………………………………………………

Cost of activity (inc VAT) ………………………………………………………………………………………………………

Activity provider …………………………………………………………………………………………………………………

Date of activity …………………………………………………………………………………………………………………