**Funding and Supporting our Member Events and Activities**

The Institute of Chemistry of Ireland (ICI) is the national professional organisation for chemists in Ireland and is committed to promoting the discipline of chemistry and supporting members in activities which serve these aims.

The ICI has a small annual budget, set aside to support activities, events and initiatives organised in Ireland by members and partner institutions. ICI Council (or a designated working group thereof) will consider applications that are submitted as outlined below, in good time, and are in line with our aims.

Please note that at certain times of year there may be no funds available to be distributed by the ICI. If this is the case, you will be notified at application. ICI Council reserves the right to use geographical spread, impact of event and/or diversity criteria in the prioritising of their funding allocations, and to request additional information where this is needed to make a final decision. It will be looked on favourably in assessing applications if funding is also being sought from additional sources. Appeals will not be entertained but, where funding is not awarded or a lesser amount than that requested is awarded, brief feedback will be provided to the lead applicant.

To apply for ICI funding, please **submit your request to Honorary Secretary** Prof Marcus Baumann and Assistant Secretary Dr Joseph Byrne (marcus.baumann@ucd.ie, joseph.byrne@ucd.ie) and make sure **all** points in the application are addressed. Applications will be put on the agenda of the next ICI Council meeting (typically monthly, except during summer). Funds will be transferred **after** the event, only upon receipt and approval of a report. Please read the *Event Publicity* and *Event Reporting Guidelines* carefully before submitting an application.

**Eligibility:**

* The application must be received **at least one month** prior to the proposed start date of the event or activity.
* One or more organisers of the event are current ICI members (of any grade) based in Ireland. Membership number(s) provided in application form. On rare occasions, exceptions may be made at the complete discretion of ICI Council, where a significant benefit to ICI members is established
* A clear case must be made that the support of the ICI is required for the event, activity or initiative to succeed and that it aligns with the aims of the Institute
* Your request is made for the appropriate level of funding, in one of the following categories:
	+ **€150** – support for small prizes, bursaries or activities with a smaller audience
	+ **€300** – support for contribution to a significant event, conference, or similar
	+ **€500** – major support for an event or initiative, such as a key conference sponsorship

**Application Process:**

***Submit application by email (see Annex 1) → Application considered by ICI Council (or working group thereof) → Communication of outcome by email to lead applicant → Activity takes place → Report documents submitted and approved (see Annex 2) → Payment of funds to event organisers***

* The application should not exceed **3 pages**.
* The application must be based on the template in **Annex 1** of this document, addressing all points, and giving as much detail as is available at the time of application. Applications must include:
* Details of lead and co-applicant(s), including any track-record in running such events
* Type, title, location and proposed dates of the event, activity or initiative
* Target audience and expected numbers (including justification)
* Previous history − If new, please explain your motivation for initiating the activity; if the ICI has previously funded related events, please note this
* **Amount and sources of other funding requested/committed** in support of the event (*e.g.* please indicate if there is a proposed registration fee for attendees, list additional sponsors)
* Level of funding requested (including detailed justification and costings)
* Expected impact of the event and alignment with the aims of the Institute of Chemistry of Ireland

**Event Publicity:**

* Where sufficient notice is possible (>2 months), an announcement of the event/activity should be sent to the Editor of *Irish Chemical News* (editor@instituteofchemistry.org) for inclusion
* All other publicity should acknowledge the Institute’s support, and plans included in application

**IMPORTANT NOTICE: Event Reporting Guidelines**

Agreement to fund an event is on the understanding that the organiser(s) **will provide information on its impact and success after it has taken place**. Reports on funded events (publishable report, and brief financial report) should be submitted **within one month after its conclusion** (extensions must be requested if needed). Please note that the awarded funds will be transferred **after** the event took place and **only** upon reporting requirements being completed.

Recipients of the ICI Activity Funding will submit a **full report** for publication, following the process outlined in detail in Annex 2. Reports must be suitable for publication online in the *Irish Chemical Events* archive as an open-access citable record of your event.[[1]](#footnote-1) These may be reprinted in *Irish Chemical News* at the discretion of the Editor. Submit report to Secretary and Assistant Secretary (marcus.baumann@ucd.ie and joseph.byrne@ucd.ie)

**Annex 1: Event Application Form**

1. **Applicant Details**

|  |  |
| --- | --- |
| Applicant name(s) (and ICI membership number(s)):  |  |
| Previous ICI funding received by the applicant(s) and/or the event: |  |
| Your previous track-record in hosting managing such activities: |  |

1. **Event Details**

|  |  |
| --- | --- |
| Title |  |
| Date: |  | Location: |  |

Organising Committee:

**Amount of ICI Funding requested** (*refer to guidelines*): €150 [ ]  €300 [ ]  €500 [ ]  Other (*explain*) [ ]

Type (check all that apply):

Award Lecture [ ]  Competition [ ]  Education Event [ ]  Networking Event [ ]  Outreach Event [ ]  Public lecture [ ]

Scientific Meeting/Conference [ ]  Social Event [ ]  Webinar [ ]  Training/Workshop [ ]  Other [ ]  (specify \_\_\_\_\_\_\_\_\_\_\_)

Audience (check all that apply):

Academics [ ]  Industrialists [ ]  Early Career Reseachers [ ]  Teachers [ ]  Early Career (Teaching) [ ]  School Students [ ]

ICI/EuChemS Members [ ]  General Public [ ]  Undergraduates [ ]  Postgraduates [ ]  Technicians/Support Staff [ ]

Previous history of event/activity:

1. **Expected attendance** *(including Inclusion & Diversity)*
2. **Indicative programme** *(including Inclusion & Diversity)*
3. **Planned Budget** *(including budget breakdown, overall funding & planned use of ICI Funding)*
4. **Publicity and Expected Impact -** Explain how the event will be publicised and how will ICI funding be acknowledged?
5. **Additional Information/General Remarks/Future Perspectives (optional)**

**Annex 2: Event Report**

After your event is complete, you are required to submit two documents to report the success and impact of the event before funds are transferred:

1. **An event report** must be submitted to be published the ***Irish Chemical Events* collection[[2]](#footnote-2)**, using the template available at: <http://doi.org/10.5281/zenodo.14027338> This report will credit the ICI for contribution to the event. *As the report will be open access and citable, please do not include any sensitive, confidential or copyrighted material.*
This report may contain as much detail as you like, but must at a minimum provide the following details:
	* **Event name**
	* **Report author(s) and Organising Committee** names
	* **Dates, Venue and Event Type** (select from dropdown list in template)
	* **Event sponsors** – a list of all sponsors. The ICI logo should feature clearly (see top of this page for a copy of the logo)
	* **Summary** – short overview of the event
	* **Attendees** – Numbers and Diversity/Inclusion considerations, e.g. gender balance of programme, accessibility measures taken
	* **Target audience** (as indicated in application form)
	* **Programme** – overview of the event’s running order
2. **Additional details which will only be seen by ICI Council (or a subgroup thereof)**, but which are required to confirm requirements were met and to arrange transfer of funds. These details should filled into this form under the headings opposite.
3. **Applicant Details**

Report submitted by: Name (ICI Membership number)

1. **Event Title**
2. **Budget Report** (*including budget breakdown, overall funding & use of ICI funding, new page if needed*)
3. **How was Institute of Chemistry of Ireland support acknowledged at your event?**

1. **Details for payment (***bank account number, or invoice requirements, new page if needed***)**
2. **Any additional Information/General Remarks/Future Perspectives (optional)**

Send both files to ICI Secretary & Assistant Secretary[[3]](#footnote-3)

1. <https://www.zenodo.org/communities/ice/about> - Template available at <http://doi.org/10.5281/zenodo.14027338> [↑](#footnote-ref-1)
2. *Irish Chemical Events* can be found at [www.zenodo.org/communities/ice/](http://www.zenodo.org/communities/ice/) [↑](#footnote-ref-2)
3. Email report to: marcus.baumann@ucd.ie, cc: joseph.byrne@ucd.ie and secretary@instituteofchemistry.org [↑](#footnote-ref-3)