



CYMDEITHAS DDYSGEDIG CYMRU THE LEARNED SOCIETY OF WALES

FLSW Event Support Policy 2024-25

1. Introduction

“Supported events” are those that The Learned Society of Wales (LSW) supports through funding, promotion and in-kind support by staff. They are distinct from events led by LSW, or those we co-create with partners such as fellow academies/societies.

The purpose of FLSW Event Support is to support the delivery of the Society’s priorities and to contribute to the development and promotion of the research sector. It also allows us to establish or expand partnerships with relevant organizations through support of their events.

2. Who can apply?

Applications can only be submitted by a Fellow of the Learned Society of Wales on behalf of an organisation.

Proposed events must be hosted or organised by an institution, business or other organisation – we will not provide support for activities that are organised by an individual.

3. Types of event

In principle, LSW may support any kind of events that will contribute to the promotion and development of Wales’ research and innovation and that meet the requirements of this policy.

In practice, we hope to support a diverse range of events during the year, such as:

- Lectures
- Conferences and symposia
- Workshops, panel discussions and roundtables
- Public engagement events, e.g. festivals and exhibitions
- Training

LSW support is for events and activities that may take place on-line or in person.

4. Types of support

LSW support for events falls into four main categories. Applicants may apply across one or more of these categories for each proposed event:

- Funding.** We have an budget for Humanities, Arts & Social Sciences (HASS) and Science, Technology, Engineering, Mathematics and Medicine (STEMM) focused events each year with a maximum amount available set annually. Applicants may apply for between £250 and £1,000 per event. LSW funding may be requested as part-funding towards an event that is also receiving core or grant monies from other sources.
- Promotion.** We are able to promote all supported events using (as appropriate) social media, the Fellows’ bulletin, our website and our external newsletter. We are also able to share recordings, images and scripts post-event where relevant.
- Online hosting.** We have a paid Zoom package and will be able to help partners to host events if they are unable to do so themselves.

- d) **In-kind support by staff.** In some cases, we will offer additional support for events that make a particularly strong contribution to our strategic priorities. Depending on what is appropriate for the individual event, this may include support for planning, event staffing, reporting or linked policy work.

4. Assessment criteria

All applications must address how the proposed activity will achieve the following criteria. This will be captured via an online application form where we will request a brief response to the following criteria:

- **LSW Mission and Aims** – Demonstrate how your event will support our mission and at least one of our strategic aims.
- **Accessibility** - Demonstrate how your event will be accessible – inviting, encouraging and welcoming all (e.g. by appropriate pitching of the topic, promotion through diverse channels, use of participative methods during the event or asking for access requirements such as physical access or large print resources)
- **Diversity** - Where your event has speakers or panelists, you will actively seek a diverse range of people (with a normal expectation that panels will be at least gender-balanced, and standalone lectures chaired by someone of a different gender).
- **Impact** – tell us how you plan to measure the impact of this event on your audience, partners or local community (surveys, feedback forms, demographics data etc)
- **Welsh context** - Your event should demonstrably contribute to the promotion and development of Wales’ research and innovation community.

In addition, applications for funding will also be scored against:

- **Value for Money (VFM)**- Demonstrate how you are ensuring the event is providing value for money (VFM is about achieving the best possible level of outcomes/outputs of acceptable quality at the lowest cost.) This may also include sharing other sources of funding that you are accessing.

5. Exclusions

The following are not eligible for support:

- Politically partisan events or venues
- Events or venues that may be seen as promoting a religious doctrine
- Events or venues that may be viewed as offensive or defamatory in the opinion of LSW.
- Retrospective funding for events that have already happened
- Core costs or estates/indirect costs
- Purchase of alcohol for events
- Office equipment and laptops or any equipment not directly related to the holding of the event
- Fees or honoraria to people already in paid employment to deliver activities where such activities would reasonably be undertaken as part of their normal duties
- Infrastructure or building costs
- Attendance at scheduled conferences
- Expenses incurred submitting the proposal
- Academic courses such as Master’s degrees or PhDs, and other tuition fees.
- Proposals that conflict with LSW policies, charitable objects or charity law

6. Series of events

- Some applications may be related to activities that are planned annually or over several years.
- These events are subject to the same criteria as listed in all the points above – and in addition will be required to evidence why this event is requesting ongoing funding/support.
- LSW will clearly state the conditions under which any ‘series of event’s are approved.
- Funding will only be paid out for the events taking place within 12 months of the application. Following events require further application and approval.
- A formal agreement will be provided between LSW and the successful applicants outlining this process.

7. Processing applications

a) Submit and receive application

- FLSW Event Support will receive applications against a deadline of every 4 months. These dates will be clearly communicated via LSW social media and website.
- Applications must be submitted by midnight on the listed deadline date.
- Applications must be made via the FLSW Event Support Form which can be found on the LSW website.
- Upon receipt of an application, LSW will acknowledge it and confirm the date that a decision will be made by. We aim to provide the outcome of the decision to all applicants within 4 weeks.
- All applicable questions on the application forms must be fully completed to be considered for support.
- Please do not assume or agree to organise events based on funding or LSW support before it has been formally communicated. We will not be responsible for any costs incurred before agreement is reached.

b) Consider application

- Applications will be assessed and scored by LSW staff based on the responses to the application questions.
- Recommendations for approval or rejection will be made to a rotating cycle of agreed General Purposes Committee Fellows for endorsement.
- Applications are scored on the basis of the criteria:
 - LSW Mission and Aims
 - Accessibility
 - Diversity
 - Impact
 - Welsh context
- If you are applying for funding support:
 - There will be an additional criteria:
 - Value for Money
- LSW have the discretion to grant full funding or partial funding to applicants deemed successful. Other forms of support may still be offered if funding is not granted.
- In exceptional circumstances, if more than £1000 is applied for, this request will be taken to the Executive with a recommendation. If the Executive approves the request in principle, they will then pass it to the Finance Committee to consider any proposed alteration to the

annual budget. In these circumstances, we will reserve the right to extend the deadline for a decision. We recommend you speak to LSW staff to discuss such a proposal before submitting an application.

c) Inform applicant

- The target time for informing an applicant of the outcome of their application is 4 weeks from the submission deadline, but this may be extended if more substantial discussion is required. Applicants will be informed if the deadline is to exceed 4 weeks.
- If the decision is to support the event, the applicant will receive a standard email informing them of the outcome, outlining the requirements of the grant and providing the relevant LSW promotional materials. The Finance Officer and Communications Officer will be copied in.
- If the decision is not to support the event, the applicant will receive an email detailing the outcome. The LSW decision is final.

8. Acceptance of offer of support

- Applicants must respond to any offer of support by accepting or declining in writing within 2 weeks of receipt of the offer.
- If your event is no longer able to go ahead, you must inform LSW within 2 weeks of this decision and return any monies paid within 4 weeks of this decision.

9. Responsibilities of successful applicants

- You must hold your event within 12 months of receiving confirmation of LSW support.
- Acknowledge the LSW's support in any publicity materials and also at the event (eg/with logos and words of thanks on slides or in chair's opening remarks)
- Provide the society with content that we can use to help promote the event (where relevant) at least 6 weeks before the event
- Comply with your organisation's Welsh language standards
- To invite at least one representative of LSW to the event – with the expectation that our President or CEO may have first refusal of this invitation
- Provide the Society with content that we can use after the event (e.g. photos, social media content, report, recordings) with appropriate permissions for us to share and promote
- Provide relevant impact data post-event
- All claims must be received within three months of the date of the event to ensure that payment of the grant will be made. Any claims made after this date will not be paid.
- If you have been granted funding towards your event, we expect to be invoiced within three months of the date of the event. In addition, please provide a short update on the event and share photos/data where relevant. If the activity resulted in a smaller spend than anticipated we expect to be invoiced accordingly.
- If your organisation does not have the funds available to invoice us retrospectively, we will work with you to agree an alternative payment schedule.