

## **Scholar Events Competition - Terms and Conditions 2019/20**

If you want to apply for a Scholar Events Competition Grant, you must agree to:

1. Outline an event that you would like to organise for scholars between November 2019 and **August 2020**, with a budget of £1000. Depending on what is already being organised by the Secretariat and a limit on the number of grants available, there may be some restrictions on the activities that can be allocated Chevening funding.
2. Events must take place in the UK.
3. Overnight events will not be considered.
- 4. Consider accessibility for attendees when creating your event.**
5. Hold your event in the period that the funds are allocated (1<sup>st</sup> round: Proposals due by 29<sup>th</sup> November; Event to be held before *Sunday 5<sup>th</sup> April 2020*, 2<sup>nd</sup> round: Proposals due by 31<sup>st</sup> January; Event to be held before *Sunday 17<sup>th</sup> May 2020*, 3<sup>rd</sup> round: Proposals due by 27<sup>th</sup> March; Event to be held before *Sunday 9<sup>th</sup> August 2020*, 4<sup>th</sup> round: proposals due by 29<sup>th</sup> May; Event to be held before *Sunday 30<sup>th</sup> August 2020*).
6. If there are reasons why your event should run outside of the competition period you have been successful for, we will consider these on a case-by-case basis.
7. Liaise with the Scholar Events Competition team via [engage@chevening.org](mailto:engage@chevening.org) before and after your event.
8. Manage a budget, arrange services and purchase materials before your event. An events toolkit will be provided to successful bidders.
9. Create content for an Eventbrite page and write an email that can be sent to all scholars inviting them to sign up to the event. The Secretariat will send this email out to all scholars at once, and scholars will be directed to the Eventbrite page.
10. Provide a detailed budget to the Scholar Events Competition team at least two weeks prior to the event outlining how you will spend your funding, as well as a list of scholars who have agreed to attend.
11. Notify us at [engage@chevening.org](mailto:engage@chevening.org) at least two weeks in advance of the event if it can't go ahead.
12. Administer any invoices relating to your event: for payments to be made directly to a supplier, return a supplier's invoice with an accompanying invoice payment request form to the Scholar Events Competition team.
13. Administer any expenses relating to your event: for reimbursements to be paid to you send scanned receipts with an accompanying expenses claim form to the Scholar Events Competition team within one month of the date of each event.
- 14. Use social media and relevant hashtags (#IamChevening) to showcase your event.**
15. Register all attendees on arrival to your event.

16. Return the attendees' list and two or three of the best photos to the Scholar Events Competition team (including a group photo). The Secretariat may use these images in a news story for the Chevening website.
17. Gather feedback from event attendees (using online surveys where appropriate), and write an evaluation report, highlighting the best features and areas that you would improve or advise other scholars to consider. This report should be sent to [engage@chevening.org](mailto:engage@chevening.org) within 3 weeks of the event taking place.
18. Your information being shared with relevant parties only for the purposes of organising and promoting the event.
19. Adhere to our data protection, confidentiality, equal opportunities and social media policies.