

Scholar Events Competition - Terms and Conditions 2022-2023

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 2022 and May 2023, with a budget of up to £800. 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 and the money needs to be spent on something tangible like tickets and not scholar travel
3. Overnight events will not be considered
4. Events must be open to Chevening scholars only and be available to all scholars. Proposals targeting scholars from a specific academic discipline or demographic will not be considered
5. Hold your event in the period that the funds are allocated

Round 1: Autumn (one winning event) - October Scholargram

- Application Deadline: 5pm (UK time), 31st October 2022
- Expected Event Date: by 9th December 2022

Round 2: Winter (one winning event)- November Scholargram

- Application Deadline: 5pm (UK time), 31st November 2022
- Expected Event Date: by 28th February 2023

Round 3: Spring (one winning event) -January and February Scholargram

- Application Deadline: 5pm (UK time), 28th February 2023
- Expected Event Date: by 30 April 2023

Round 4: Summer (one winning event) -March scholargram

- Application Deadline: 5pm (UK time), 31st March 2023
- Expected Event Date: by 31st May 2023

6. When submitting proposals for in-person events, please be mindful of government guidance at the time on social distancing and group gathering limits.
7. In-person events will only take place in line with government guidance on social contact and may be subject to cancellation or postponement.
8. 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.
9. Liaise with the Scholar Events Competition team via engage@chevening.org before and after your event.
10. Manage the budget, book the venue(s), invite speakers, coordinate logistics and purchase materials before your event. An event toolkit will be provided to successful bidders. You are welcome to contact the Programme Officers (UK Team) at engage@chevening.org to seek advice too.

11. 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.
12. 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.
13. Notify us at engage@chevening.org at least two weeks in advance of the event if it can't go ahead.
14. 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.
15. Administer any expenses relating to your event: for reimbursements to be paid to you send scanned receipts with an accompanying expense claim form to the Scholar Events Competition team within one month of the date of each event.
16. Take and upload photos of the event to the 2022-2023 Chevening Facebook group.
17. Tweet about your event using #iamchevening
18. Register all attendees online/on arrival to your event.
19. 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.
20. 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 within 3 weeks of the completion of the event.
21. Share your personal information publicly and with the 2022-2023 Chevening cohort including name, home country, university and course.
22. Adhere to our data protection, confidentiality, equal opportunities and social media policies.