



STEM funding for schools

FAQ EDI Bursaries

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Q: What are the requirements for receiving the bursary?

Your agreement letter will outline what we expect of our bursary recipients. We will always try to work around you and the school needs, however be aware that the conditions outlined in the agreement are necessary for EngineeringUK to fulfil its charitable purpose. Failure to meet the requirements could result in your school not being considered for future bursary opportunities.

The aim of the bursary is to engage with young people from groups who are underrepresented in STEM professions (girls, SEND students, students from UK minority ethnic backgrounds, particularly Black and Black British students and free school meal recipients). Please direct funds to activities that have been set up to include these pupils, as relevant to your pupil population.

If you don't think you can meet the requirements, let us know so we can help support you. Contact us at bursaries@stemfundingforschools.org.uk

Q: How do we get the funds?

1. The first step is to return the **signed agreement** which will have been issued via DocuSign to the lead contact (usually the teacher applying) as stated in your application form. We'll be unable to proceed with your application without this, so it's important that this is returned. If you do not have oversight of the agreement status, please first check with the lead contact provided in the application form.
2. Deliver your activity/experience and fulfil the evaluation/feedback/survey (as outlined in your bursary agreements) requirements for your programme
3. Work with your accounts department to **invoice us for the amount stated in your agreement**. The invoice must have correct school bank details, a payment reference and quote your schools' URN.

Funds are released 30 days after receipt of the necessary paperwork.

We will try to contact you if an invoice is received without the necessary information, however due to the volume of recipients we may not be able to contact you and rectify this within the initial 30 days. If you are not sure whether an invoice has been received or is correct, get in touch with us: bursaries@stemfundingforschools.org.uk

If cashflow is an issue and your school requires payment prior to delivery of your activity/experience, please email us on bursaries@stemfundingforschools.org.uk.

Q: I have not created an invoice before – what do I do?

First step is to check with your school what the usual invoicing process is. You will most likely be directed to your school's accounts department or given further guidance. Please find an invoice template at the bottom of this FAQ if you would like to see an example.

Q: I don't know our school URN – what do I do?

Please remember that without the URN we cannot track you through our systems so it's imperative that you put the URN on your invoice and preferably quote this when you communicate with us.

We will have quoted your schools URN on the agreement letter – please first check here before contacting us.

You can also search for your school URN here:

To find your school URN (England) visit - <https://get-information-schools.service.gov.uk/>

To find your school reference (Wales) visit - <https://mylocalschool.gov.wales/?lang=en>

To find your school SEED Number (Scotland) visit:

- Primary schools - https://scotland.shinyapps.io/sg-primary_school_information_dashboard/
- Secondary schools - https://scotland.shinyapps.io/sg-secondary_school_information_dashboard/

To find your DE reference code (Northern Ireland) visit - <http://apps.education-ni.gov.uk/appinstitutes/default.aspx>

Finally, get in touch with us at bursaries@stemfundingforschools.org.uk, we are happy to show you where you can find this or provide the one we hold on file for your school.

Q: Where do I send the invoice when its ready?

All invoices should be sent to bursaries@stemfundingforschools.org.uk

Q: When should I send my invoice?

Funds are released once you've;

1. Completed the activity/experience
2. Responded to our feedback/survey/evaluation (as outlined in your bursary agreement)
3. Invoice us before the deadline listed in your agreement.

If you require the payment prior to delivering your activity/experience, please contact us on bursaries@stemfundingforschools.org.uk and we will discuss your requirements.

Once all the necessary paperwork has been received, we will release the funds **within 30 days of receipt**. Please note that if you do not provide a signed agreement, we will be unable to release the funds to you.

Equally, if your invoice is incorrect or doesn't not contain a payment reference the funds will be delayed. We will try to contact you if an invoice is received without the necessary information, however due to the volume of recipients we may not be able to contact you and rectify this within the initial 30 days.

Any payment queries can be directed to: bursaries@stemfundingforschools.org.uk

Q: My schools has not received the funds

Please get in touch with us at bursaries@stemfundingforschools.org.uk.

Q: What can I use the funds for?

The agreement will outline a list of items you can spend the funds on. If you wish to spend the funds for anything not mentioned in the agreement letter, please contact us at bursaries@stemfundingforschools.org.uk, to inform us what you would like to spend the funds on.

Where the spend is in line with the charitable purpose for which we provided the funds, we will try to be flexible, however this may be dependent on the funder requirements, so there is no guarantee that we will approve the alternative spend item(s).

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Q: When do I have to have completed the activity/experience?

All activities should be delivered by the end of the academic year (2023/24).

If for any reason you cannot complete the programme by this deadline, please contact us at bursaries@stemfundingforschools.org.uk outlining why you cannot meet the deadline and an alternative completion date.

Q: We are unable to complete the programme we were provided the bursary for

Please contact us to discuss, you can reach us at bursaries@stemfundingforschools.org.uk

We are here to support your school and where possible we will work with you to find a solution or provide an alternative which you could use the funds for.

Q: I've done the activity/experience for which I received the funds – what next?

Please check that you have completed all necessary steps to get the funding released, your agreement is going to list the specific requirements. If you're still not sure about anything, please contact us at bursaries@stemfundingforschools.org.uk.

Q: I would like to talk to someone about the bursary

You can reach us at bursaries@stemfundingforschools.org.uk. Our working hours are 9 to 5, Monday to Friday.

Please note that due to volume of queries it may take a few days for one of our team members to respond to you. If you have an urgent query, please put urgent in the subject bar so we can priorities accordingly.

Q: NEON ONLY: I need help contacting the provider of the Neon experience I am using the bursary for

You can reach us at hello@neonfutures.org.uk. Our working hours are 9am to 5pm, Monday to Friday.

Please note that due to volume of queries it may take a few days for one of our team members to respond to you. If you have an urgent query, please put urgent in the subject bar so we can priorities accordingly.

Appendix – Invoice Template example

Your school Information:

You might need to ask your accounts dept for this information

Address: xxx xxx
 xxx
 xxx
 xxx
 xxxx xxx

VAT Registration no: xxx xxxx xx
 Schools URN: XXXXXXXX

Tel no: xxxxxxxxxxxx
 Email: xxxxxx

Our address:

To: EngineeringUK
 Northern and Shell
 10 Lower Thames Street
 London
 EC3R 6EN

Invoice details:

Date: xx/xx/xxxx

Invoice no: xxxxx

INVOICE
 Note which programme it's for

This should be the amount listed in your agreement. VAT is not applicable!

Description of Services	
EngineeringUK Bursary Scheme for programme XXXX	£xxx
Invoice Reference	XXXX

This is a name or number we will use to track your payment

Your payment information:

This must be your school bank details! We will not release funds to a provider, personal, or any other non-school account

Payment details
 Bank: xxx
 Account name: xxx
 Account no: xxxxxxxx
 Sort code: xx xx xx