# Exeter Fund Grants Policy

## Introduction

The Exeter Fund (EF) is an endowment arising from surplus money generated by the 1st Scientific Assembly of the International Association of Hydrological Sciences (IAHS) held at Exeter University in 1982. The EF was initially administered by the Royal Society, before being transferred to BHS in 1991. It provides grants to assist attendance at biennial IAHS Scientific Assemblies and International Union of Geodesy and Geophysics (IUGG) General Assemblies held outside the UK in order to encourage involvement with IAHS as an Association. On occasion, it may also be used to support other activities aimed at encouraging early career scientists to become involved with the BHS.

This document gives details of BHS policy for the allocation of EF grants and reimbursement of expenses. Operational aspects of managing the EF, e.g. raising awareness and inviting applications and selecting awardees, will be undertaken by the BHS Trustees. BHS Trustees will continue to monitor how the EF is used and include financial details of it in the externally-examined report that BHS is obliged to file with the Charity Commission each year.

### Available Funds

The available amount should be agreed by the BHS Trustees at least 10 months before an IAHS Scientific Assembly/IUGG General Assembly. This will ensure that the income and overall health of the EF will be considered in the funds allocated for awards.

### Eligibility Criteria

The scheme is open to all BHS members, including trustees, who are also members of IAHS so long as they meet other eligibility criteria listed below. The Equality Act (2010) applies.

Applicants must be working with, or studying at a UK organisation or institution, and be resident in the United Kingdom, at the time of their application.

Applicants must be giving an oral or poster presentation at the event. Applications can be made before confirmation of acceptance has been received, but awards are dependent on the talk/poster being accepted.

Preference will be given to early-career and first-time applicants. Early career applicants are defined as those completing their undergraduate/postgraduate degree fewer than 5 years prior to the date of the event. A longer time period is permissible if extended leave was taken and explained within the application.

Successful applicants are not usually eligible to reapply for a period of 3 years from the date a grant was awarded.

A maximum of two awards per organisation/institution can be made to attend the same IAHS/IUGG Assembly.

In the event of the value of applications submitted for any IAHS/IUGG Assembly exceeding the funding available, the applications will be evaluated on their merit by the BHS Trustees or their nominee.

## Funding Structure

Funding can be used for travel, accommodation, event registration fees and daily subsistence. All claims must be supported by receipts. Subsistence claims do not permit any alcohol. Applicants should keep costs reasonable, for example by using economy travel and taking advantage of early bird registration fees.

The maximum amount of any one award is £1,000.

## Applications and Claims

All correspondence should be emailed to the BHS Honorary Treasurer with a subject heading including “Exeter Fund Grant, <surname>”. Any scanned documents should be attached to the email and must be clearly readable. Please do not forward emails from booking agents, airlines, etc. (scan and attach these).

The deadline for applications to the EF will be agreed between the BHS Trustees at least 10 months before an IAHS/IUGG Assembly. On this schedule it is expected that the deadline will normally be 28 February. The deadline will be publicised through the BHS channels.

EF grant applications must be submitted using the Travel Grant form available from the BHS website. The applicant should complete Part A, then pass the form to their supervisor/line manager for completion of Part B. The supervisor/line manager should then email the form to the BHS Honorary Treasurer.

Grants are paid directly to a successful applicant’s bank account via BACS transfer rather than to their employer, university, etc. All claims must be made within 4

weeks after the event and be supported by valid receipts. A claim should be submitted using the claim form downloadable from the BHS website and sent as an email attachment.

When submitting their claim, the Grant awardee should also submit a summary of their research presented and experience at the conference – the BHS Honorary Treasurer will forward this for possible inclusion in the BHS Newsletter Circulation. Reports should usually be about 500 words – longer articles are welcome, if warranted, but should be agreed with the Circulation Editor.

## Change record

| Date of change | Change by | Reason for change |
|---|---|---|
| October 2025 | BHS Main Committee | Adopted |
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