BREWERS' RESEARCH AND EDUCATION FUND – EXTENDED APPLICANT GUIDANCE

1. Introduction.

The Brewers' Research & Education Fund (BREF) is a major brewing industry grant, available on an annual basis to support the industry through relevant scientific and technological research and education. The Fund forms part of the Brewers' Company General Charitable Trust (Charity No. 1059811) and is administered by its Trustee, the Worshipful Company of Brewers. Grants are awarded by the Fund Trustee , advised by the BREF Advisory Committee, made up of independent industry professionals who are required to review and consider applications against the objectives of the fund.

2. Application Process.

Awards from the BREF are offered on an annual basis with funds for successful applicants made available for the beginning of each academic year.

The new application cycle opens in January and closes three months later at the end of March. Applications are submitted to the BBPA, who provide secretariat support for the Advisory Committee on behalf of the Trustee. Relevant contact details, application forms, terms and conditions of funding and further resources for applicants are available on BREF page of the British Beer and Pub Association (BBPA) website.

There is no restriction on the length of the full proposal which must accompany the application form and which should clearly reflect the extent and scope of the work. The Advisory Committee places significant merit in the quality and clarity of the proposal as part of the application. This should include clear aims and objectives as well as any relevant milestones and details of the extent and approach to dissemination of the findings of the work once completed, whether the outcome is in line with expectation or not.

Once the application deadline has closed, all applications received are forwarded to the BREF Advisory Committee whose role is to review each in order that final recommendations can be made to the Trustee. It is the Trustee who will then decide the final awards to those applicants who have been recommended for consideration.

The Advisory Committee meet at the end of April, but may also hold a second meeting at the end of May, to consider all applications and agree their recommendations. The Trustee in turn holds a meeting in July to make the final decision on funding. Applicants will be notified of the outcome of their application request by letter from the Trustee following this meeting.

Where the Advisory Committee members feel that they are unable to make a clear recommendation to the Trustee, based on a submitted application, the Committee may request further information from an applicant. Unless otherwise agreed, this information is required in the form of a presentation, lasting no more than half hour, to be delivered on the morning of the Advisory Committee Meeting in May. Applicants will be invited to present at this meeting *no later than the end of the first week of May*.

3. Criteria for Applications.

Applications for funding can address a broad range of topics across the industry. The Advisory Committee will, inter alia, use the four objectives below to judge the merit of each application:

a. To promote brewing education, training and research.
b. To research and educate the public about beer consumption.
c. To research the composition and nutritional value of beer in relation to diet and wellbeing.
d. To promote research relating to the environmental and economic sustainability of the brewing sector.

The Advisory Committee welcomes applications from organisations, institutions and individuals. The basis of the BREF as a national fund means that the outcomes of submitted projects must have principal benefit to the industry in the UK.

Applications must be submitted using the relevant application form available on the BBPA website. This must clearly satisfy at least one of the above criteria. In addition, the outcomes of the work must be of benefit to the wider industry and shall not lead to direct commercial gain for any applicant or organisation that is associated with the application. The Committee is unlikely to recommend support for projects that it feels should, more appropriately, be conducted by other commercial organisations or that could be unhelpful for the brewing industry.

Whilst details of the project are important and must be aligned with the criteria of the fund objectives, it is also important that applicants clearly explain how they intend to disseminate and communicate the outcomes and findings of the work. This is a vital element of the charitable status of the fund and is also linked with ensuring the wider benefit to the industry.

Applicants will be notified of a successful application by the Trustee. Confirmation will be accompanied by a request for bank details to allow payment (less a retention figure) to be made. Applicants should only provide these details once they are satisfied that everything is in place for the work to begin.

4. Funding Requests.

Applicants must ensure that funding requests are clearly and accurately identified within the application. Once awarded, there is no further opportunity to request additional funding for a given application within the period that the original application has been funded.

Where a request for funding is made from the BREF award and which is not for the whole project cost, this must be clearly identified along with the details of full funding allocation. Applicants should identify how and where the remaining funds will be allocated, including where this is being sought from other funding bodies.

There is no restriction on the amount of funding requested for any given application. The Advisory Committee places greater emphasis on the quality of applications rather than the amount requested. However, applicants should ensure that requests are commensurate with need, particular in the case of academic applications such as to support PhD or MSc projects. Applicants can access a record of past successful applications and their associated funding requests via the BBPA website if they require any further guidance or direction.

Whilst the Advisory Committee is principally concerned with the quality of applications, they also have a responsibility to consider all factors to assist the Trustee to ensure the long term sustainability of the fund.

The total amount of money available in any single year to support applications is based on investment performance and therefore prone to fluctuation dependent on market conditions.

Within application cycles where the extent of available funds is reduced or where a greater number of applications are received than might ordinarily be anticipated, the Advisory Committee may consider a variety of factors to prioritise applications. These include the extent of funding and length of the project, particularly if this extends over successive years. Equally important however is the relevance, practical benefit and value of the project to the wider industry as well as the extent to which the anticipated outcomes will be communicated and disseminated.

5. Periodic Reporting.

Most applications that are received require funding for a period of either 12 or 18 months. However, applicants also regularly seek funding for a period of up to 6 months and between 1 and 3 years. Whilst there is no minimum or maximum research period associated with the fund, projects which run over a period of successive years will have their funding allocation divided

equally across the total period. For projects run across multiple years, annual funds will only be released following receipt and approval of a satisfactory, annual progress report.

The Advisory Committee expectations of interim reports are that these should clearly identify and address relevant project milestones and their outcomes as well as any impact that these may have on the stated aims and objectives of the work.

Final reports are also a requirement of funding. These must be provided in order that the BREF Advisory Committee can be satisfied that projects have achieved the stated aims and objectives as presented within the grant application. The Advisory Committee recommends that final reports should include an executive summary that restates the aims and objectives of the project as recorded within the application. The author of the final report should then clearly and succinctly reconcile the outcomes of the project with the original stated aims and objectives of the work within the report conclusion. In some cases, the nature of the work may lead to unexpected outcomes or failure to achieve one or more of the originally stated aims and objectives of the work. The report would need to seek to identify the causes behind this and the impact on any predicted industry benefit or associated recommendations.

The final project should also contain a summary of any dissemination activities undertaken throughout the project and those planned or anticipated following its completion. Successful applicants should also be prepared to present their research and finding to the Brewers' Company's Brewing and Beer Brands Forum held in May of each year at Brewers' Hall. *This is a condition of funds being granted*.

Interim Reports (for multi-year projects only)	**Final Reports (All applicants)**
Interim reports will need to be submitted to the Trustee in October *of each funding year* to allow circulation to the Advisory Committee members before their meeting in November.	Final reports will need to be submitted to the Trustee *no later than* three months following the conclusion of the project. Final reports will be forwarded to the Advisory Committee for review at their first meeting following submission.

In the case of final project payments, all grants are subject to a retention of 10% of the total grant request. This retention is withheld pending the outcome of the project and receipt of the final project report. The final report should be separate from any other project related reports or outputs e.g. PhD Thesis, published or draft research papers.

The Advisory Committee will always provide adequate time to address concerns with applicants at the end of this period to enable the release of retained funds. However, should applicants fail to act on these concerns, the Trustee reserves the right to withhold this amount should a project continue to fail to meet the anticipated aims and objectives as described within the original application.

6. Acknowledgement of The Trustee and BREF.

As part of dissemination and communication activities and any public or private presentation of the work, a reference to BREF and the Trustee should be made as a source of funding. As part of presentations and for publications, where space or layout allows, the logo of the Trustee (which is available on request) should be included and accompanied by the following words (delete where necessary):

This research/work/project was supported/partially supported by The Worshipful Company of Brewers via a grant from The Brewers' Research and Education Fund.

7. Members of the BREF Advisory Committee.

Member	**Nominated Representative of:**
Richard Westwood (Chair)	BBPA
Andrew Runcie	BBPA
George Young	IBD
Miles Jenner	Brewers' Company
Fergus Fitzgerald	BBPA