

## Sir Halley Stewart Trust – Application Form Questions

Questions with a \* are mandatory fields

<b>Contact</b>	
Question	Additional Guidance Notes
*Organisation name	
Your organisation address: <div style="margin-left: 20px;">*Street address:</div> <div style="margin-left: 40px;">*Town / City:</div> <div style="margin-left: 60px;">County:</div> <div style="margin-left: 40px;">*Postcode:</div>	
*Please enter the most relevant website for the project	For example, this could be your organisation's website, your department's website or the lead applicant's website
*First name	
*Last name	
*Job title/role	
*Email address	
*Phone number	
<b>Organisation</b>	
*Organisation type	Please select one option
Registered Charity Number (if applicable)	
If applicable, what is the Year End date of your most recent financial year, for which published accounts are available? <i>(Day/Month/Year)</i>	(If you are applying from a University, you do not need to answer this question)
At the end of that financial year, what was your organisation's:	
Income?	(If you are applying from a University, you do not need to answer this question)
Expenditure?	(If you are applying from a University, you do not need to answer this question)
Surplus / Deficit?	(If you are applying from a University, you do not need to answer this question)

<p><b>Total Unrestricted Reserves?</b></p> <p><i>Unrestricted reserves (or 'free reserves') are those which can be used for any purpose deemed appropriate by the charity within its charitable objects</i></p>	<p>(If you are applying from a University, you do not need to answer this question)</p> <p>If you would like to explain further about your organisation's reserves (for example the split between designated and undesignated funds), please do so at the end of the application form in the File Uploads section / Supporting documents</p>
<p><b>*What is the purpose of your organisation / centre / department?</b> Maximum number of characters including spaces: 500 characters</p>	
<p>Please tick this box if you are happy for the Trust to contact you by email with information about our work, events and other communications.</p> <p><i>You can opt out of receiving these communications at any time by sending an email to <a href="mailto:email@sirhalleystewart.org.uk">email@sirhalleystewart.org.uk</a></i></p>	
<b>Project Overview</b>	
<p><b>*What type of project are you seeking funds for? (Research project / Development project / Both / Other)</b> Please select one</p>	<p>If you selected 'Other', please give details here*</p>
<p><b>*Which of the following grant themes do you feel is the primary category that applies to your project? (Medical, Religious or Social)</b> Please select the option that best describes your project</p>	
<p><b>*Are any of the other grant themes relevant to your project? (Medical, Religious or Social)</b> Please select all themes that apply to your project</p>	
<p><b>*Does your project mainly take place in the UK or overseas?</b> Please select the option that best describes your project</p>	
<p><b>*Are you applying for a new Main Grant of over £5,000, a new Small Grant (up to £5,000), or a Renewal Grant?</b> Select one</p>	
<p><b>*Project Title</b> Maximum number of characters including spaces: 255 characters</p>	<p>Please enter a title that best describes your project. This may be shown to our assessors, used in Trust publications, or included on our website, so please submit a title that you are happy to share with a wide audience.</p>

<p><b>*Please indicate what stage of development your project has reached (i.e. at the time of your application to the Trust):</b> Initial idea, Pilot undertaken, Dissemination and Implementation, Other</p>	<p>If you selected 'Other', please give details here*</p>
<p><b>*Please summarise your project in lay terms</b> Maximum number of characters including spaces: 4,000 characters</p>	<p>The summary should be in lay terms, so that it can be easily understood by people who are not experts in your subject area.</p> <p>Please note that your summary should not direct the reader to other answers within the application form – it should be a stand-alone summary.</p> <p>The summary should highlight the project aims, what you plan to do with the Trust's funds and what difference the project will make.</p>
<h2>Project Details 1</h2>	
<p><b>*What is / was the start date of your project?</b></p>	
<p><b>*How long do you anticipate the project running in months?</b></p>	
<p><b>*Briefly outline your project timetable (i.e. Year / Funding Required / Bullet point list of major activities)</b> Maximum number of characters including spaces: 2,000 characters</p>	
<p><b>*What is the overall cost of your project?</b></p>	<p>Please include all expenditure required to deliver the full project.</p>
<p><b>*How much funding are you requesting from the Trust?</b></p>	
<p><b>* Is there is any remaining funding or support required to deliver the project?</b> A) If so, where will this funding come from? B) What other funding applications have you submitted, or do you plan to submit, regarding this project?</p> <p>Maximum number of characters including spaces: 2,000 characters</p>	<p>For each funding application, please include the following details:</p> <p>a) Name of funding source b) Amount requested / to be requested c) Date application was made / date application will be submitted d) Amount of funding secured / date decision expected</p>

<p><b>*What methodology will your project use?</b> Maximum number of characters including spaces: 4,000 characters</p>	<p>If you are applying regarding a development project, your answer to this question should include the planned outputs for your project (the activities that will take place) AND the evaluation methodology you plan to use.</p> <p>If you run out of space in this section and would like to submit more information about your methodology, please upload an Additional Information document in the 'File Upload' section (maximum four A4 pages, unless otherwise advised by the Trust).</p>
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## Project Details 2

<p><b>*What are the overall aims and objectives of your project?</b> Maximum number of characters including spaces: 2,000 characters</p>	
<p><b>*Why is your project needed at this time, and have you consulted with beneficiaries when developing the project plans?</b> Maximum number of characters including spaces: 2,000 characters</p>	
<p><b>*How is your project innovative / ground-breaking?</b> Maximum number of characters including spaces: 2,000 characters</p>	
<p><b>*How does your project fit with the Trust's current Medical, Social and / or Religious priorities?</b> Maximum number of characters including spaces: 2,000 characters</p>	
<p><b>*How will you monitor and evaluate your project?</b> Maximum number of characters including spaces: 2,000 characters</p>	<p>If you are applying regarding a development project, and have already covered your monitoring and evaluation details in the question "What methodology will your project use?", then please write "See methodology section" as your answer for this question.</p>
<p>If you will be working with any partners on this project, briefly tell us about them here and how you conduct due diligence in selecting partners.</p> <p>Maximum number of characters including spaces: 2,000 characters</p>	

<p><b>*What are your plans for dissemination and implementation?</b> Maximum number of characters including spaces: 2,000 characters</p>	
<p><b>What are the specific, measurable outcomes that you predict for your project?</b> Maximum number of characters including spaces: 2,000 characters</p>	<p>Your <u>outcomes</u> should describe the differences and changes for your beneficiaries that you predict will occur as a result of your project. (These should be different from your <u>outputs</u>, which are the activities that will take place during your project.)</p> <p>Please include quantitative targets and timings for your outcomes if possible.</p> <p>If you would like to see example outcomes or outputs, or would like more help or guidance regarding your answer to this question, please contact the Trust at <a href="mailto:email@sirhalleystewart.org.uk">email@sirhalleystewart.org.uk</a>.</p> <p><u>Note:</u> This question is ONLY for applicants seeking GRANTS OF OVER £5,000. If you are applying for a Small Grant (up to £5,000) then please skip this question.</p>

## Project Governance

<p><b>*Does your project require Ethical Approval?</b></p>	
<p><b>*How will ethical and governance issues be addressed on your project?</b> Maximum number of characters including spaces: 2,000 characters</p>	<p>Please see the 'Research Governance and Ethical Review' section of <a href="http://www.sirhalleystewart.org.uk">www.sirhalleystewart.org.uk</a> for guidance.</p>
<p><b>*Do you have a specific Safeguarding Policy that complies with sector obligations and best practice regarding safeguarding? If so:</b></p> <p>A) When was it last reviewed and approved?</p> <p>B) When is the next review due?</p> <p>C) Please provide additional details of how this is put into practice, including additional guidance documentation you may have.</p> <p>D) Please provide examples of how your safeguarding policies and procedures might apply to the specific project outlined in this application.</p> <p>E) If your project involves international partner organisations, please provide</p>	

<p>details of how you will ensure they comply with your safeguarding policy. Maximum number of characters including spaces: 2,000 characters</p>	
<p>Please provide details of any safeguarding incidents involving your organisation to date and how they have been resolved.</p>	
<h3>Project Staff</h3>	
<p>Who is responsible for the following on your project: Governance, Project Delivery, Reporting? Maximum number of characters including spaces: 500 characters</p>	<p><u>Note:</u> This question is ONLY for applicants seeking GRANTS OF OVER £5,000. If you are applying for a Small Grant (up to £5,000) then please skip this question.</p>
<p>Staff posts - please: a) List the staff posts that will work on the project, b) State if they will be appointed to the project in a full-time or part-time capacity (if the latter, how many days per week / what proportion of their time will be spent on the project?), and c) Justify the amount of time required for each post. Maximum number of characters including spaces: 2,000 characters</p>	
<h3>File Uploads</h3>	
<p>Please upload a one-page CV summary for the person leading the project. For example, the Principal Investigator or Project Manager. (PDF or Word format)</p>	<p>Please <u>do not</u> include any unnecessary personal data in the CV summaries, such as home contact details, date of birth, etc. The purpose of the CV summary is to provide details of the individual's relevant expertise, qualifications and experience for your project.</p> <p><u>Note:</u> This question is ONLY for applicants seeking GRANTS OF OVER £5,000. If you are applying for a Small Grant (up to £5,000) then please skip this question.</p>
<p>Please upload a one-page CV summary if there is a second key person supporting the project (PDF or Word format)</p>	<p>For example, a Research Assistant, key member of the Delivery Staff or the Project Supervisor.</p>
<p>Please upload a one-page CV summary if there is a third key person supporting the project (PDF or Word format)</p>	<p>For example, a Research Assistant, key member of the Delivery Staff or the Project Supervisor.</p>

<p>Would you like to upload any supporting documents, such as References, Testimonials, or Letters of Support?</p>	<p>If so, combine all supporting documents into a single file and upload here.</p> <p><b>Note:</b> This question is <b>ONLY</b> for applicants seeking <b>GRANTS OF OVER £5,000</b>. If you are applying for a Small Grant (up to £5,000) then please skip this question.</p>
<p>Please upload a budget / financial breakdown for your project (in PDF or Excel format)</p>	<p>Please include all expenditure required to deliver the full project - highlighting the elements you wish the Trust to consider funding.</p> <p><b>Note:</b> This question is <b>ONLY</b> for applicants seeking <b>GRANTS OF OVER £5,000</b>. If you are applying for a Small Grant (up to £5,000) then please skip this question.</p>
<p>Is there any additional information that you would like the Trust to consider when assessing your application?</p>	<p>If you want to provide any additional information, please upload a PDF or Word document here (maximum of four A4 pages, unless otherwise advised by the Trust).</p> <p><b>PLEASE NOTE:</b> There is <u>no</u> requirement to submit an additional information document, if the details provided elsewhere in the form cover everything you wish the Trustees to consider for your project.</p>
<p>Please upload your Safeguarding Policy.</p>	
<p>Please upload your Equality, Diversity and Inclusion (EDI) Policy.</p>	