## CO RESEARCH TRUST

Ref. No: ……………………………….

Office use only

## GRANT APPLICATION FORM

Section A: About your organisation

1. Details

|  |  |
| --- | --- |
| Organisation Name  |  |
| Main Contact’s Name |  |
| Post Held in Organisation |  |
| Address |  |
| Postcode |  |
| Main contact telephone number |  |
| E-mail address |  |
| Website |  |

1. How would you describe your organisation?

Tick one box in each section

1. Type B. Area Covered

Charity/Not for Profit ⬜ Regional/Local ⬜

Academic Institution ⬜ UK and Ireland ⬜

Government-Affiliated ⬜ Europe ⬜

Registered Charity Other (please state)

(Including registration number)

Other (please state)

1. Please give a summary of your organisation’s main aims and activities

(Please expand this box as necessary)

Section B: Information about your programme/project

Name of Programme/Project: ................................................................................................................

1. Please provide a layperson’s summary of the proposed programme/project

(No more than 500 words)

|  |
| --- |
| (Please expand this box as necessary) |

1. What is the total amount of funding required for this programme/project?

(Please indicate if and where VAT is applicable, including total amount of VAT)

|  |
| --- |
| (Please expand this box as necessary)  |

1. What is the research question this project is seeking to answer?

(Please describe the methodology you plan to use to explore this)

|  |
| --- |
| (Please expand this box as necessary) |

1. What is the total amount of funding sought from the CO Research Trust for this programme/project

(Please indicate if and where VAT is applicable, including total amount of VAT)

|  |
| --- |
| (Please expand this box as necessary) |

1. What is the programme’s/project’s duration?

Please include a full timeline with key milestones.

|  |
| --- |
| (Please expand this box as necessary) |

1. If this application is approved, please outline the steps (inc. timeline) between approval and commencement of the project

Please indicate the expected start date and when funding would be required.

|  |
| --- |
| (Please expand this box as necessary) |

1. Please detail what the funding will be used for, including a full explanation of the activities that the programme/project will undertake, key performance indicators (KPI’s), milestones and expected outcomes. Also include how you will measure these

 (Please attach project outlines and protocols as appropriate).

|  |
| --- |
| (Please expand this box as necessary) |

1. Once this programme/project has been completed, what are the next steps for this research? Please indicate any future plans, research or follow up. (i.e. What does the organisation plan to do to promote the success of the completed research. Who are the key stakeholders and audiences? In addition to this, how will CORT be credited)

|  |
| --- |
| (Please expand this box as necessary) |

1. What is the name of the person/s responsible for managing this programme/project, if different to the person/s applying?

(Please include their C.V’s)

|  |
| --- |
| (Please expand this box as necessary) |

1. Which other organisations/funders have you applied to for supporting this programme/project duration (include government funding)?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Organisation Name |  | Amount |  | Result? (Y/N/Pending) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

If ‘YES’ please describe their involvement:

|  |
| --- |
| (Please expand this box as necessary) |

1. Please provide names and contact details for all partners or organisations you will be working with to develop and/or deliver the programme/project for which you are requesting support

(Please copy the box below and complete for all partners/organisations involved in the development & delivery of this programme/project)

|  |  |
| --- | --- |
| Partner/Organisation Name |  |
| Named Contact |  |
| Post Held in Organisation/ & function within programme/project development or delivery |  |
| Address |  |
| Postcode |  |
| Main contact telephone number |  |
| E-mail address |  |
| Website |  |

1. Please attach a FULL budget for the programme/project for which you are seeking support, even if you are only seeking part-funding. This must include an itemised budget

You must also highlight clearly which activity programme/project area(s) require a contribution from the CO Research Trust.

1. Please include a comprehensive risk register for the programme/project you are applying for funding for

This should be completed on the CO Research Trust template and include all identified risks and how they will be mitigated.

Section C: Checklist

(Please tick as appropriate)

* I have attached a copy of the full cost/budget for the project/programme ⬜
* I have included a copy of the marketing and communications plan for this programme/project (where relevant) ⬜
* I have included a full risk register (using the CO Research Trust template) ⬜
* I have read the general Terms and Conditions document and understand that if successful you will enter into

and agree a specific collaboration agreement ⬜

* I have included a copy of our constitution/governing document ⬜
1. Statement

The applying organisation agrees to The CO Research Trust Terms and Conditions criteria. We understand that it may be necessary to appear before The CO Research Trust Grants Committee to make a presentation or supply further information. Additionally, the CO Research Trust may refer this proposal for an expert opinion before making a decision. To the best of our knowledge the information referred to in this application is correct.

Note: Your application cannot be assessed unless ALL the questions on this form have been completed, the form is signed and all supporting documents received.

Signed on behalf of the applicant organisation below

Name (please print)

Position

Organisation

Date

Documentation should be sent electronically to:

Adrian McConnell

Head of Charitable Operations

E: adrian@coresearchtrust.org