**GRANT APPLICATIONS ROUND 3:**

* Deadline for final applications for Round 3: **noon Monday 18th September 2017**
* Decision on application announced: **Monday 20th November 2017**

**Completed application forms should be emailed to**

**Elena Shampanova, RARP, Project Manager,**

**at elena@rarp.org.uk or**

**by post to 28 Kinnaird Way, Cambridge, CB1 8SN, UK**

**Guidance for completing the Grant Application**

**Section 1: About you**

Please provide the full contact details of one named contact that we can correspond with.

Use this section to tell us about yourself and the people you are working with. This could include:

* Previous experience of working on projects like this
* Information about the organisations and individuals involved in delivering the project
* How will this project benefit your organisation?

**Section 2: About your project**

Please describe what your project will entail. This could include:

* What area of RARP priorities does it fit? How?
* What are the expected outcomes?
* When and where it will take place?
* What is the timeframe for the project?
* How will the project be managed? Please provide a detailed management plan.

**Section 3: Dissemination of the results**

Please tell us how you are going to make the results of your project available to the public. This could include:

* Who your audience is?
* How you will make sure your activity reaches your intended audience.
* How you are going to market your activity?

**Section 4: Budget:**

Please provide a breakdown of your activity costs and tell us if you have any income from other sources.

**GRANT APPLICATION FORM**

|  |  |
| --- | --- |
| **ABOUT YOU** | |
| **Name** (this will be the person we correspond with) |  |
| **Correspondence Address** |  |
| **Email** |  |
| **Telephone Number** |  |
| **Organisation** (if relevant) |  |
| **Who else is involved in your project** |  |
| **Briefly, 200 words max, please tell us about yourself and the people you are working with** | |
|  | |

|  |  |
| --- | --- |
| **ABOUT YOUR PROJECT** | |
| **Please describe your project in a maximum of 300 words** |  |
| **What specific activities are you asking us to fund?**  TIP – Create a bullet point list of activities in order of delivery |  |
| **What is the timeframe for your project?** |  |
| **How will the project be managed?**  Please provide a detailed Management Plan in any format convenient for you. Make sure you include the work plan, timeframe, responsibilities, and evaluation framework. |  |

|  |  |
| --- | --- |
| **DISSEMINATION OF RESULTS** | |
| **Who will be interested in the results of your activity?**  **Why are you aiming this activity at this audience?** |  |
| **How are you going to reach them?**  TIP – Create a bullet point list of your marketing / promotional or outreach activity |  |

|  |  |
| --- | --- |
| **ABOUT YOUR BUDGET**  **Please list below the activities that you want RARP to fund** | |
| **Description of Expenditure** | **Cost** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** | **£** |

**Please list the money that this activity will generate, or the other financial support it is receiving (WHERE RELEVANT)**

|  |  |
| --- | --- |
| **Income** | |
| **Income sources** | **Amount** |
| Sales: i.e. publication sales |  |
|  |  |
|  |  |
| Support-in-kind |  |
|  |  |
| Support from other sources |  |
|  |  |
| **Total income/additional support for this activity** |  |

|  |  |
| --- | --- |
| **TOTAL AMOUNT REQUESTED FROM RARP:** | **£** |

**Completed application forms with any supplementary documents**

**should be emailed to**

**Elena Shampanova, RARP, Project Manager,**

**at elena@rarp.org.uk or**

**by post to 28 Kinnaird Way, Cambridge, CB1 8SN, UK**

**All successful applicants will need to sign a grant agreement with RARP**

**outlining terms and conditions of funding.**