PROJECT PLANNING & RESEARCH FUNDING

Every professional writer knows that if the hard work of writing is not to be a waste of time, if it is to bring in financial support, then form filling, like anything else, has to be studied and researched. It has to be taken seriously.

CARL TIGHE

Professional writers – like professional artists of any kind – will tell you that writing is less than half the battle. A great deal of their time is taken up with research to underpin their writing, and with applications for funding to enable them to research and write. The professional writer's life now includes a great deal of basic research and often a lot of form filling. Every professional writer knows that if the hard work of writing is not to be a waste of time, if it is to bring in financial support, form filling, like anything else, has to be studied and researched. It has to be taken seriously.

As funding becomes increasingly scarce, the ability to produce a well thought out, helpful application form has become a real asset, a valuable transferrable skill and something worth practicing. So whether your dreams are large or small, the unglamorous task of bid-writing (filling in forms) is key to planning a project, financing research and turning your work into a published reality. In an age of increased competition, shrinking funding and limited opportunity, competition can be fierce, so bite the bullet...

This paper is about the details, the practical dos and don'ts, the strategy of bids and the tactics when dealing with funding policy. It is about tailoring your bids for funding, working on your application forms, supporting your writing by representing it well: in short it is about powering up applications for research funding to support your writing.

Project Planning

- Project planning is an increasingly important feature of the workplace
- Project management is an important transferrable skill and an increasingly important area of the jobs market
- Project management (a part of Creative Research) is an important part of a writer's life
- Writers often undertake Creative Research as part of a writing project, for their own creative purposes plot, character, background, language, significant detail etc.
- Writers often need to apply for money for their creative projects
- Writers often need to research 'bread and butter' articles for the press
- Writers often undertake Creative Research projects as part of a proposal, a 'pitch', for a commission to write a book or script
- Writers often need to research literary agencies, publishing house and other marketing outlets for their work
- The range of research and the kinds of projects that writers can be asked to undertake is enormous and expanding rapidly – literary sources, travel literature, maps and tour guides, archives, historical research, news media, dictionaries, language books, advertising copy, oral history, local history, experimental research, observation/fieldwork, interviewing, exploring memory, 'ghosting' autobiographies etc.

Seeing Beyond

Book proposals, research proposals and funding applications are all very similar – practice one and you practice all three. However, while every publisher, editor, arts board and funding body has its own set of questions – usually embodied in a long

application form - each researcher has to make a series of decisions about how to answer the more tricky questions. Every application form is an enquiry into how thoroughly you have planned your project.

Your aim should be to see beyond the basic application form, to grasp what the funding body is trying to establish, and to use their questions to make the project itself clearer – to them and maybe also to you.

All research is a complex problem solving exercise in a shifting and unpredictable environment. Often when you conduct research you are thrown back on your own resources. If you have no resources this can be a disaster. If you suspect you have no resources now would be a good time to start developing some.

As a writer you might apply for project funding from the ESRC or AHRB (the major postgraduate funding bodies for research), or to organisations like the Leverhulme Trust, or to your local council. Almost certainly at some stage of your career you will apply for funding to the Leverhulme Trust, the Arts Council or to your Regional Arts Board. If so, whether your project is Creative or 'pure' research, you will have to tell the funding body a great deal about your project in the application form and you may also have to 'pitch' for it at an interview.

Before any editor commissions you, and before any funding body hands over money they will want to know that you have made adequate preparation for the project. They will want to be convinced that you are capable of completing it. They will want to know exactly how you intend to go about the project, how you plan to do the research and what arrangements you have put in place. They will not hand over money, or sign any commission, if you do not convince them that you are competent, that the project is do-able and that you have set it up in such a way that it will be a success.

What Really They Want to Know

You will see that all the forms and applications ask and answer the same basic questions and seek the same basic information. Basically funding bodies are seeking to establish whether it is a good idea to invest their time and money in a particular project and a particular writer. Before they hand over the cash they need to determine whether:

- the project is feasible
- the applicant is the best person to do it
- the applicant is likely to deliver on time and [preferably] under budget
- the applicant wants a lot of money to complete the project
- the applicant could complete the project on less money
- they will recoup their money [or tick their boxes] with what the applicant produces

Every publisher, editor, arts board, funding body and university has its own set of questions. The request for basic information – name address, phone etc. - remains the same for every institution, but after that each researcher must make a series of decisions about how to answer the more tricky questions on the form. Every

researcher frets that the questions do not really allow them to explain their project properly. But when we apply for funding, we all have to comply with the funding body and use their standard application form – regardless of its adequacy. They ask: we answer. That is how it goes.

The Smart Thing to Do

The smart thing to do with any application form is work out what it is they are looking for. Many of the questions will relate to you - your experience, your thinking - and then to money, budgeting and marketing. Basically they are seeking to establish whether it is a good idea to invest their time and money in you. Before they hand over the cash you want, they will want to determine whether the project is feasible, you are the best person to do it, you are likely to deliver on time and (preferably) under budge, you want a lot of money to complete the project, you could complete the project on less money, they will recoup their money with what you write.

Key Features

A book proposal, a research project proposal and a funding application are all very similar and are all built around investigating three key features: your application must show that you know what you are doing all three areas.

- 1. Questions. You must define a series of research questions or problems that will be addressed in the course of your project. You must also define your objectives by answering particular questions:
 - What knowledge will you enhance with this research?
 - What understanding will be furthered?
 - What questions or problems will be better addressed or understood as a result of your work?
- 2. *Context*. It must specify a research context for the questions or problems you plan to address. It must specify why it is important that these particular questions or problems should be addressed:
 - What other research is being or has been conducted in this area?
 - What particular contribution will this project make to the advancement of creativity, insights, knowledge and understanding in this area?
- 3. *Methods.* It must specify the research methods you propose to use. It must state how, in the course of the project, you will seek to answer the questions, or advance our available knowledge and understanding of the problems:
 - Why have you chosen these particular research methods?
 - Why do you think they will provide the most appropriate means by which to answer your research questions and gather your research materials?

Preparation

In preparing a research proposal or filling out a funding application form consider the following questions:

- What would be the aims of this study?
- What are the problems I have set for myself?

- How can I tackle these problems?
- What sources and resources are available?
- What data do I need to collect surveys, interviews questionnaires and how will I collect it?
- What facilities (libraries, archives) can I make use of?
- Will I need to travel, and if so what arrangements do I need to make?
- What hazards, if any, are entailed in this research?
- What permissions and consents do I need to obtain?
- Do I need to obtain consent with regard to minors etc.?
- How will I explain my project to those I ask to take part?
- Have I drawn up a plan listing the key issues and points I want to raise?
- Have I made a list of the people I would like to meet for my research and have I planned how to contact them?
- Am I sure my chosen research topic will support a new piece of creative writing?
- Have I worked out how I will make use of my research in a new piece of writing?

In general if you are making a pitch or a proposal it is probably best to follow a plan:¹

- **P**: Pitch or Proposal Work out two or three sentences to grab the reader's attention
- **R**: Research Show you are serious and want to get things right.
- **O**: Organise yourself to show your research, preparation and effective use of time.
- **P**: Precise be accurate in your writing show them your best.
- **O**: Outgoings be realistic about how much this is going to cost.
- **S**: Style Show them how you visualise the finished product.
- **A**: Audience What is your target audience?
- **L**: Love your project and show your passion for it.

Whether we like it or not, these issues are important and they apply whether you are writing a textbook, pitching for a play with the BBC or a film with Steven Spielberg, trying to get a commission on a newspaper article, applying academic research funds or for money to research a new novel.

Sample Research Funding Application Forms

Some recent typical application forms for project funding and publication proposal forms are included here. These are typical of the very substantial forms you will encounter as a researcher and as a creative writer.

All the forms ask for the standard information – name address, contact details, date of birth, employment history, publications and research history. But after that you will notice a huge variation in the kind of information they want from you and in how the

¹ Adapted from: M. Morrison, *Key Concepts in Creative Writing*, Palgrave-Macmillan: Basingstoke, 2010, p.95

monitor and asses that information. However, there is less variation in the way they ask you to describe your research project. – the standard is 50-100 words.

The AHRB simply says: 'Question 4: Project summary (up to 100 words)', and leaves the details entirely to you. Leverhulme Trust asks: 'Question 7: Abstract of proposed research (maximum 100 words)', again leaving the selection of significant detail to the applicant.

However, Arts Council of England asks a longer question, but offers less scope: 'Question 17: Please give us a description (in no more than 50 words) of the activity you are asking us to support. This helps us to decide who will assess and comment on your application, and also to identify examples of activities we have funded for use in reports and publications.'

ACE also asks applicants to write a proposal and offers detailed guidance on how to do this. ACE has realised this is rather daunting and now also publishes an online pamphlet to guide applicants through the form filling process.

Sometimes funders ask for incredibly detailed budgeting information. Sometimes they ask detailed questions about ethical considerations. Sometimes they ask about your research team. Clearly some of these questions will be a little strange – particularly those about the 'research team' and 'equipment expenses' as most writers and researchers work alone and the most equipment they expect to use is a word processor. These questions may seem entirely irrelevant to you, but still the *must* be answered.

These forms are never less than daunting, but if you want support for writing and research, you had better get used to dealing with them. Regardless of what you feel, if you want the money, you have to take these forms seriously. If you are flippant, offhand, smart in your answers you will not get the money you need. It might be a pain, and it might seem a long way from being 'creative', but if you want the money to write and research it is worth taking these forms seriously.

Funding forms change with bewildering frequency, but the snapshot of examples given here offers some idea of what is involved and the level of detail required.

The forms shown here are available as interactive web-documents. Print-out mode (as shown here) does not necessarily do them justice. Try going online to look at them.

1: ARTS and HUMANITIES RESEARCH COUNCIL



Application Form

Small Grants in the Creative and Performing Arts

Confidential

Please ensure that you read the 'Guidance notes for completing and submitting the	Small
Grants in the Creative and Performing Arts application form'.	

Date application logged: 1. Name of applicant Title:	P ID	1 .	A ID Addres		LP	P 2
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		7 [Addres	s for c		
Title:					orrespo	ndence
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2. Details of current appointmeresent appointment and emplo		on				
resent appointment and empre	jing montan					
Your link with the institution if	you are not	curren	tly employed	d by th	e HEI tl	nat will l
<u>escuren</u>						

If you have completed the box above, evidence of contractual arrangement with the HEI should be enclosed

3.	Details of grant requested	
	Title of project (not more than 15 words)	Sum requested to the nearest £ (max £5,000)
	Is this a resubmission to the AHRC?	
	Yes No	
4.	Project summary (up to 100 words)	
5.	Academic career and public output	
	Please give brief details of your academic career to date and list you	r major and/or relevant
	forms of public output over the past five years (a maximum of six).	
	Torms of public output over the pust five years (a maximum of six).	

6. Particulars of other research funding and commitments

Please give details of any support sought or received from any source – including the AHRC – in the past five years, for this or any other research project. You should read carefully the guidance notes provided before completing this section. Please note that the time commitment box need only be completed where a project will be running at the same time as the project for which you are applying for AHRC funding.

Name of applicant	Funding Body	Title of Project	Start date	End date	Time commitment (hrs per week)	Amount Sought/ Awarded (£)	Outcome

7. Particulars of costs

Give a breakdown of the total costs requested from the AHRC. Where justification for specific costs is needed (see 'Guidance notes for the Small Grants in the Creative and Performing Arts application form'), please give details in the box provided.

Item of expenditure	Cost
Travel expenses: please itemise each journey	
Subsistence whilst away from home: please express costs in terms of x days at y pounds	
Short-term research, technical or secretarial assistance	
Replacement teaching costs: expressed as number of hours at x grade or salary scale, or y pounds per hour	

Consumable items	
Equipment/materials: such costs in the box b	where applicable, please provide justification for elow
Preparation of research	for public output
Costs arising from atte	ndance at a conference as a delegate or speaker
Other: please specify a below.	nd provide justification for such costs in the box
	Total costs sought from the AHRC
Please use this box to gi	ve any details and justification for costs sought above.
8. Duration of propose	d project
Duration of proposed project (maximum 1 year)	Start (dd/mm/yy)
	Duration in months

9. Scheme of research

You should ensure that you read the 'Guidance notes for completing and submitting the Small Grants in the Creative and Performing Arts application form' before completing this section. Please describe in no more than 1500 words the scheme of research for which you are seeking an award, using the following sub-headings: research questions or problems; aims and objectives; research context; research methods; project management. If this is a resubmission, you should also summarise briefly the changes you have made in resubmitting your proposal. Failure to provide adequate detail on all aspects of the project, including the reasons for expenses to be incurred, may seriously prejudice your application. Please

provide a word: if you exceed the word limit, your application will be deemed ineligible for funding and will be returned to you. 10. Ethical aspects of the proposal Are there any ethical implications arising from the proposed research? (a) Yes No If yes, please give details below of what they are and how you intend to address them. Does your institution have a policy on good conduct in research? Yes No If the answer to the above is Yes, please indicate below where the policy can be accessed (e.g. website address). If the answer is No, and there are ethical implications associated with the proposed research activity then you must take care to explain in detail how this will be addressed in the space provided above. 11. Output and dissemination Are the main outputs of your research intended to be (please tick one or more, as appropriate) Book (single authored) Book (co-authored) Book (edited) Book (chapter) Critical edition Journal article (refereed) Journal article (non-refereed) Conference paper Catalogue Datasets Database

Software Website

Performance, film or recording

Exhibition or installation Artefact, work of art

Composition or score				
Piece of creative writing				
Interactive website				
Other (Please specify)				
Please describe (in no more than 200 words) to outline your plans for publication or public or an award. You should specify the audiences of interest, and how you will present those ou	itput of the re to whom the	esearch outco	n for which you a	re seeking
12. Nominated Assessor Please indicate the name and address of the respective to complete the assessment form (please reference)			•	ng
Title	Postal A		<u> </u>	
Title	1 Ostai A	uuress	•	
First Name				
Surname				
HEI				
Department	Postcod e			
Position:				
Tel:				
Fax:				
E-mail:				
Nominated Assessor's area of expertise				
Your relationship to this Nominated Assessor	or			
Why have you chosen this Nominated Asses	sor			

3. Personal Statement (Optional)				
4. Signatures and date				10.7
have read the Terms and Conditions and d	agree	to be bound	l by them	if the application
uccessful Signature of applicant			Date	
Signature of applicant			Date	
On behalf of the institution			I	
The institution confirms that the Principal .			_	•
outlined in the Details of the scheme, and a	_	•		
he Small Grants in the Creative and Perfor	rming	Arts schen	e if this a	ipplication is
uccessful. Iead of Department (or equivalent).				
Note: where the Principal Applicant is also I	Head o	of Departme	ent (or ear	ivalent) then this
ection should be completed by the Dean (or		-	iii (or eqe	irvarency then this
Title			ess, inclu	ding postcode
	4			
First Name				
Surname	\dashv			
Position				
Signatura		Date		
Signature		Date		
nstitutional Authorisation (for example th				
Please note that we will notify this person if				
Title		Postal Addr	ess, inclu	ding postcode
First Name	-			
Surname				
	-			
Docition				
Position				
Position Signature		Date		
		Date		

Application Checklist

You are invited to use this checklist to make sure that all the appropriate documents are being submitted with

your application. The following should be included:

A summary CV for any research assistant(s) to be employed (no more than 2 sides of A4 and in a font no smaller than size 10) A summary publication list for any research assistant(s) to be employed. Please provide a list of major publications or other forms of public output over the past five years (on 1 side of A4 and in a font no smaller than size 10)	
Completed Appendix 1 indicating the subject area(s) of your research	
Four double-sided copies of all of the above	
A completed Equal Opportunities monitoring form (optional – not included in your 4 copies)	
A stamped, self-addressed postcard if an acknowledgement is required, stating on the reverse 'Application for the Small Grants in the Creative and Performing Arts scheme, received on'	
Have you also? Sent a copy of your application form to your nominated assessor, asking them to complete and return their assessment form to the AHRC within five working days of your application being received by us?	

Guidance notes for completing and submitting the Small Grants in the Creative and Performing Arts application form

Contents	Page
Introduction	3
Acknowledgement of applications	3
Submitting your application	3 to 4
Contact details	5
Completing the application form	
Section 1: Name and address for correspondence	6
Section 2: Details of current appointment	6 to 7
Section 3: Details of grant requested	7
Section 4: Project summary	7

Section 5: Academic career and public output	7
Section 6: Other research support and commitments	7 to 8
Section 7: Particulars of costs	8 to 10
Section 8: Duration of research project	11
Section 9: Scheme of research	11 to 13
Section 10: Ethical aspects of the proposal	13
Section 11: Output and dissemination	13
Section 12: Nominated assessor	14
Section 13: Personal statement (optional)	15
Section 14: Signatures and date	15
Appendices	
Appendix 1: Classification of Research Proposal	15 to 16
Appendix 2: Equal opportunities monitoring form	16

Introduction

The 'Small Grants in the Creative and Performing Arts application form' is available from the AHRC's website (http://www.ahrc.ac.uk), and can be downloaded and completed onscreen

Before completing the application form you should read the guidance notes for the scheme – 'Details of the Small Grants in the Creative and Performing Arts scheme' to ensure that you meet all the eligibility criteria. You are also advised strongly to read the guidance below, to assist you in submitting your application and to ensure that consideration of your application is not jeopardised through the absence of essential information.

Completed application forms should be **typed** not hand-written. If you have downloaded the application form from our website, you may type directly onto it, using a font no smaller than size 10 and retaining as far as possible the existing format. Alternatively, you may, if you wish, paste word-processed text on to the printed application form, provided that the layout and content of the printed version are retained. *Please note that application forms which are incomplete in any way, or do not adhere to the published guidance for the scheme, will not be accepted and will be returned to you.*

Please note that amendments to the text of applications after the closing date are not accepted other than in the most exceptional circumstances.

We advise strongly that you allow yourself plenty of time to prepare your application, including leaving adequate time for obtaining the necessary authorisation.

Acknowledgement of applications

The AHRC does not accept responsibility for applications which go astray in the post. To be sure that your application has been received, we therefore recommend strongly that you request acknowledgement of receipt of your application. To do this, you should enclose a stamped, self-addressed postcard, stating on the reverse: "Application for the Small Grants in the Creative and Performing Arts scheme, received on......". We are not able to provide acknowledgement of receipt by any other means: please do not phone the office to ask whether your application has been received.

Submitting your application

You should submit the original of your completed application form and appendices on single-sided A4 paper (please do not staple these as they may be used for photocopying) together with *four copies* which should, if possible, be on double-sided A4 paper.

From 1st October 2004, the Small Grants scheme will operate without formal deadlines which means you can submit your application at any time during the year. You should, however, ensure that your nominated assessor submits their assessment of your application to us within 5 working days of you submitting your completed application (together with 4 copies) to the AHRC. You must therefore leave plenty of time for your nominated assessor to complete their assessment. We must receive a hard copy of the application: faxed or emailed versions will not be accepted in the absence of a hard (signed) copy. Incomplete applications *will not be accepted*, and will be returned to you.

Please append the equal opportunities monitoring form separately so that it can be detached from your application - please make sure that it is not included in the 4 copies that you provide.

13. Please ensure that your application consists of the following:

- The original application completed and signed by you, your Head of Department (or equivalent) and by someone with the appropriate authority within the institution (eg Head of the Research or Finance Office) (on unstapled single-sided A4 paper)
- a summary curriculum vitae (CV) for any research assistant(s) to be employed. CVs should be no more than two sides of A4 paper and in a font no smaller than size 10
- a summary publication list for any research assistant(s) to be employed. Please provide a list of major publications or other forms of public output over the past five years (on one side of A4 paper and in a font no smaller than size 10)
- completed Appendix 1 indicating the subject area(s) of your research
- 4 double sided copies of all of the above
- completed Equal Opportunities monitoring form (optional not included in your 4 copies)
- a stamped, self-addressed postcard if an acknowledgement is required, stating on the reverse 'Application for the Small Grants in the Creative and Performing Arts scheme, received on.....'

Please do not send any additional documentation in support of your application, as it will not be forwarded to the assessors. Any supporting information should be included within your description of the proposed work to be undertaken (see section 9 - limit of 1500 words). We cannot accept photographs, slides, CD-ROMs, video- or audio-tapes or other examples of work.

You should send your completed application form and appendices to the address below (you are strongly advised to retain a copy of the application for your own records):

Small Grants in the Creative and Performing Arts Research Programmes Arts and Humanities Research Council Whitefriars Lewins Mead Bristol BS1 2AE

Contact details

Any enquiries should be directed in the first instance to the AHRC officer dealing with applications in your subject area, as detailed below:

Joanna Montgomery, Research
Awards Officer
Visual Arts and Media: practice,
history, theory (Panel 2)

Jennifer Woodward, Research
Awards Officer

Tel: 0117 9876
Tel: 0117 9876
e-mail:
respanel2@ahrc.ac.uk

Creative Writing (Panel 3)		
Louise Matter, Research Awards	Tel: 0117 9876	e-mail:
Officer	672	respanel7@ahrc.ac.uk
Music and the Performing Arts		
(Panel 7)		
Jane Parsons	Tel: 0117 9876	e-mail:
Senior Awards Officer, Research	667	j.parsons@ahrc.ac.uk
Programmes		
Gail Lambourne,	Tel: 0117 9876	e-mail:
Programme Manager (Research)	670	g.lambourne@ahrc
		.ac.uk
General enquiries:	General fax:	
0117 987 6666	7 987 6660	

For further contact details, please see our website – http://www.ahrc.ac.uk.

Completing the application form

Section 1: Name and address for correspondence

Please ensure that you complete these sections as fully as possible, as we may need to contact you during the assessment process.

Please check the eligibility criteria set out for the scheme to ensure that you can apply for funding.

There should be a *single applicant* for the proposal, to whom all correspondence will be addressed. The applicant should be the lead investigator directing the project, with responsibility for ensuring that it is conducted as set out in the application and in conformity with the 'Terms and conditions of award'.

The Small Grants scheme aims to support individual researchers, and it is not therefore possible to include co-applicants. If the nature of your programme of work depends on close collaboration with other people, you should make this clear in your scheme of research (section 9), and you should demonstrate that the other people involved have, or are seeking, their own sources of funding. If your collaborator is seeking such funding through an application to the Small Grants scheme s/he should submit a separate application. Each application should make clear that it is for collaborative research and each applicant must indicate clearly what their respective roles would be in the research programme, what their individual contribution would be to achieving the aims and objectives of the research, and how individually they would meet the aims of the scheme. If your collaborators are based in the same institution, the institution must also demonstrate that it is willing to support more than one award. If your application were successful, any award would be conditional on the other person(s) involved having secured the necessary funding. If that condition was not met, the offer of an award would be withdrawn.

Section 2: Details of current appointment

Present appointment and employing institution

Please give brief details of your present appointment and the name of the HEI where you are currently employed. The HEI should be directly funded by HEFCE, DEL, SHEFC or HEFCW. It is necessary to give your employing institution's address only if it differs from the details given in section 1. If you are a member of staff at the institution on a fixed-term contract, you should bear in mind that you must be employed by your host institution for the duration of the award. The information you provide on the employing HEI will be used for

payment and publicity purposes if you are successful. Please therefore ensure that the information provided here is accurate (for example, if you are employed by an Associate College of the University of London, then the name of the College should be provided).

Your link with the institution if you are not currently employed by the HEI that will host the research

If you are not employed by a HEI as a salaried member of the academic or academic-related staff you will need to describe the precise nature of your relationship with the HEI, state how regular your contact is with its staff and students and demonstrate that your proposal fits in with its research culture and strategies. Please provide this information within the box provided.

Additionally, you will need to **provide evidence of a contractual arrangement with the host HEI** that is going to countersign your application. A copy of your contract should be enclosed with your application.

Please note that visiting or honorary academic staff will not be deemed eligible unless they have a formal contract with the HEI.

The AHRC will determine whether or not you are eligible on the basis of this information.

Section 3: Details of grant requested

Please provide a short title for your project (up to 15 words). We will use this title in our published lists of awards and it therefore needs to be meaningful to a non-specialist audience, providing a reasonable indication of what the project is about. Where necessary, we may withhold confirmation of an award until an appropriate title has been provided.

Please state the full amount requested rounded to the nearest pound (up to a maximum of £5,000).

Please indicate whether you are resubmitting an application that was unsuccessful in a previous round of the scheme. If you are resubmitting, please note that members of the peer review college who assess your application will not have a copy of your previous submission, so your application needs to be completed in full. You should also read the guidance on the AHRC's resubmission policy (see Section 8 of the 'Details of the Small Grants in the Creative and Performing Arts scheme', available on our website).

Section 4: Project summary

Information on your project may be provided to the media and the wider public, for example by appearing on the AHRC's website. Please use this space to provide a description of your programme of work in a way that could be used for a general – i.e. non-expert – readership. This section should be *no longer than 100 words* and should not simply reiterate the title.

Section 5: Academic career and public output

Please give **brief** details of your academic career to date. You do not need to submit an additional CV. Please also list your major forms of public output over the past five years (**a maximum of six outputs** such as exhibitions, performances, films, publications, monographs etc), including those most relevant to your application.

Section 6: Other research support and commitments

This section requests information on applications for research support from the AHRC or other funding bodies for this or any other research projects, over the past five years, and

ongoing research commitments. You are asked to provide brief details of any research funding that you have been awarded or have sought. This should include details of:

- any applications submitted to the AHRC successful or unsuccessful
- support from other funding bodies for projects that have now been completed
- support from other funding bodies for projects which are ongoing
- current applications for funding
- applications for funding which you or your collaborators intend to submit
- other research projects with which you are involved, but not as a lead investigator.

In each case you should state:

- the name of the person involved in the application for funding
- the funding body concerned
- the title of the project (titles can be abbreviated if necessary)
- the start and end dates of the projects
- where a project will be running at the same time as the project for which you are submitting this application, the number of hours you are or expect to be committed to the project
- the amount of funding awarded or sought
- the outcome of the application: please indicate 'successful', 'unsuccessful' or the date by which you expect to know the outcome.

You should bear in mind that the AHRC will not provide *duplicate* funding for research activities being funded by other sources. The AHRC will, however, provide funding which *complements* that provided by other sources. You should therefore keep the AHRC informed of any progress with applications submitted to other bodies in connection with this project. Failure to do so could adversely affect your application. If you are successful in applying for funding from any other bodies for exactly the same activities for which you have sought AHRC funding, you may need to choose which source of funding you wish to accept.

Section 7: Particulars of costs

Please provide a breakdown of the costs that will be incurred during your project and for which you are seeking funding from the AHRC. Please ensure that you have added up all the figures correctly so that they total the figure in the box 'Total costs sought from the AHRC'. Failure to do so may result in an award for a lesser amount than requested. If any costs sought fall outside those that are described as eligible (see below), please describe the item for which you are seeking funding and explain why it is necessary for your research in the space provided. Further guidance notes are provided below.

The full costs of a research project generally consist of two components:

- *direct costs*: those costs which can be uniquely and unambiguously identified with a particular research project. The AHRC will consider requests for most of these costs. Please note that the AHRC expects the purchasing of equipment, services or other commodities to be subject to the achievement of value for money and propriety.
- *indirect costs*: central and departmental costs that underpin research activities but which cannot readily be uniquely assigned to particular research projects, including salary and overheads.

Only direct costs are eligible for funding under the Small Grants scheme.

Eligible costs

You can request support for the direct costs of research projects, including the following:

- *travel expenses:* please provide details of each journey to be made by you, or by members of the research team, including the destinations and purpose of any trips at home or abroad. You can claim for standard class travel only.
- subsistence costs whilst away from home: please express any subsistence costs in terms of x days at y pounds. Overnight accommodation and subsistence within the UK must not exceed £85 per day. If you are travelling outside the UK, you should use the standard travel and subsistence rates used in your institution
- costs of short-term research, technical or secretarial assistance, at the level appropriate to the individual, as long as this is in accordance with the salary scales and terms and conditions of service applying at the host institution. The AHRC reserves the right to offer support at an alternative level if considered appropriate
- **replacement teaching costs:** you can request replacement teaching costs in respect of your own teaching relief, provided that you are a salaried member of the academic or academic-related staff at a UK HEI, for whom teaching relief is necessary in order to carry out the research. You cannot apply for replacement teaching costs for other people involved in your project

The costs should be translated into the number of hours at x grade or salary scale, or y pounds per hour. The costs should be based on the cost of bringing someone in to undertake your teaching, so that you are free to conduct the research outlined in your application. The costs should not therefore be based on your own salary costs (please note that you cannot apply for your own salary or fee costs).

Please note that a strong case for release needs to be made. You need to demonstrate that the research cannot be conducted as part of your normal duties (including normal institutional research leave arrangements). Please provide the appropriate details and justification in the box provided. Please note that if a substantial proportion of the funding requested is for replacement teaching you will need to explain in your application why it is not appropriate for you to apply to the AHRC's Research Leave scheme instead.

- costs of consumable items, required to carry out the research, for example items of stationery and computing supplies, telephone, fax and postal costs, photocopying costs, software licences, items such as audio and video tapes. You do not need to itemise these costs
- equipment/materials costs, including ICT hardware and software where it is not available as part of the standard services of HEIs. Requests for generic equipment, such as personal computers, will be considered only in very exceptional circumstances and if the requirement for such costs is clearly explained and justified. Please provide the appropriate details and justification in the box provided. Equipment will normally become the property of the host institution. Subject to these conditions, equipment costs can be sought, including:
- computers and software
- equipment repairs and major spares
- installation and relocation expenses
- external maintenance agreements
- insurance (where required)
- charges for obtaining access to specialist equipment
- artists' materials
- costs of preparation of research for public output: publication or public output can be in any format, including the costs of producing CD-ROMs, websites, sound/video recordings and installations etc. A contribution can also be made to the following costs, provided that you can demonstrate that they are central to the research: the costs of

preparing illustrations - including photography, acquisition of images, draughtsmanship and cartography or other bespoke illustrative material; costs of reproduction rights for text or images. Please note that the AHRC will not agree to meet the full costs for such items.

You may <u>not</u> apply for the following: costs involved in preparing research for public output that the AHRC would expect to be met by publishing companies, production companies, galleries or venues, including: the cost of preparing camera-ready copy, indexing costs, other editorial-related tasks or subsidies to publishers; commercial production of films, DVDs and CDs, unless they form an integral part of the research; subsidies to galleries or venues. Exceptions might include the production of publications such as catalogues, artists' books etc. If you wish to make a case for such costs to be included, you should provide details and a justification in the box provided.

- costs arising from attendance at a conference as a delegate or speaker, only where you can demonstrate that attendance is an integral element of the research project. The AHRC does not accept applications solely for conference-related costs.
- *other costs*: you should include here any requests for miscellaneous costs which are not covered by the sub-headings above. You must make a case for any such costs and explain why they are essential to your research.

Section 8: Duration of proposed project

You may seek funds for a single defined phase of a research programme of *up to one year*. Please give the start date of the period for which you are seeking funding, and also duration of the proposed project in months.

Grants cannot be awarded for work that has already been done. You should therefore ensure that your application is submitted in advance of your proposed dates of research. The earliest possible start date for the part of the project for which AHRC funding is sought will be approximately four months after the submission date. You are discouraged from using too early a start date, however, as it leaves no time for making the necessary preparations once you have been notified of your award. You should also be aware that payments are unlikely to be made until six to eight weeks after notification. Furthermore, you should not apply too much in advance since the AHRC will not wish to commit funds in advance of need. In cases where we consider that you have applied prematurely, we may seek to defer your application to a more appropriate time. As a general guide, your research should normally start within six months of the award being announced.

Please give careful consideration to the project dates as the AHRC's approval *must* be sought if you wish to change these dates, and approval is not given automatically (see the 'Terms and Conditions of Small Grant awards', section RG4 available from our website). You should therefore take into account the likelihood of possible delays when preparing your application, for example the length of time it could take to secure permissions for copyright, or to arrange exhibition spaces.

Section 9: Scheme of research

In this section you should describe your proposed scheme of research. This section should be no more than 1500 words, and you should use a font no smaller than size 10. If you choose to include footnotes or a bibliography, these must be included within the word limit. Please state the word-count in the box provided: *if you exceed this word limit, your application will be deemed ineligible for funding.*

Whilst you should aim to be as concise, specific and as clear as possible, the work to be undertaken should nonetheless be fully explained, as failure to provide adequate detail on any aspects of the project may seriously prejudice your application. In short, you are advised to ensure that your application is focussed and that you provide sufficient evidence to enable the assessors to reach a considered judgement as to the quality of your research proposal, its significance, its feasibility, and its value for money.

Please use the sub-headings below (in bold) to describe the scheme of research. If this is a resubmission, you should also summarise the changes you are making in resubmitting the proposal:

- you should describe clearly the **research questions or problems** that you intend to address through the project. What are the issues that you will be exploring in the course of your research?
- you should describe the **aims and objectives** of the research programme. What specific targets or outcomes will you have achieved by the end of the research project?
- you should describe the **research context** for your project why is it important that these questions or problems are explored? What other research is being or has been conducted in this area? What contribution will your project make to improving, enhancing, or developing creativity, insights, knowledge or understanding in your chosen area of study? To which audiences will the outcomes of your research be of particular interest? You should place your proposed research in an appropriate context beyond that of your own work.
- what **research methods** will you be using to address the questions or problems that you have set yourself, or to explore the matters you intend to cover? What is the rationale for your chosen research methods and why do you think they provide the most appropriate means by which to answer the research questions? What will be your role and the roles of any other individuals involved? Have you set a considered and realistic timetable? How can the costs be justified? Will the research ensure value for money? What is the relationship between the costs requested and the advancement of the research programme?
- **project management**: how will the project be managed? What will be the roles of the members of the research team involved (including you and/or any research assistants)? What is the timetable for the project, does it include appropriate milestones and is it realistic? How will the resources be managed? What will the research outcome(s) be? When will the outputs of the project be completed? How can the costs be justified? Will the research ensure value for money?

In describing your **research methods** it is not sufficient to state, for example, that you intend to visit a particular archive, or an exhibition abroad. You must provide adequate details of sources to be consulted, and you should state briefly what kinds of material you will be consulting, and why, or how you will interrogate it.

If a research assistant is to be employed, you should state clearly the nature of the work they will be undertaking, and describe the arrangements for ensuring adequate supervision and management. You should also provide a CV of the proposed researcher if one is named, otherwise you should state the skills and qualifications sought.

You are advised when preparing your scheme of research to keep in mind that your proposal may be considered by assessors who have a broad knowledge and understanding of the subject areas with which they are concerned, but do not necessarily have a detailed

knowledge of your particular subject specialism. You are therefore encouraged to bear this in mind when drafting your proposal.

You may submit paper-based, non-textual visual evidence in support of your proposal to illustrate the proposed aims and objectives and/or research methods. You are not permitted to include this material to supplement or replace details of your research career and output or to illustrate previous work in any way. The supporting information should be included within your description of the proposed scheme of research and must not exceed two sides of A4 paper. If you choose to include paper-based, non-textual visual evidence, it is your responsibility to provide it in the appropriate format. If we require additional copies of your application – beyond the four copies initially provided – we will therefore contact you for these copies. You should note that, at present, the AHRC is not able to accept video- or audio-tapes, CD-ROMs or other examples of work.

Section 10: Ethical aspects of the proposal

The AHRC recognises that it has a special obligation to the academic community and to the public at large to ensure that the research funded through this scheme meets the highest ethical and academic standards. We therefore expect and require that researchers receiving funding through this scheme will undertake their research with a high standard of integrity and accept full responsibility for their own conduct of that research, and for the activities of other researchers under their direction.

- (a) Please indicate whether there are any ethical implications arising from the proposed research activities. For example, does the research involve human participants? Does it require travel to countries where the safety of project participants might be in jeopardy? Could the research result in damage to the natural environment? If there are ethical implications, you should give brief details of what they are and how you intend to address them.
- (b) You are also asked to indicate whether your HEI has a policy on good conduct in research, in line with the requirements of the Research Councils. If the answer is Yes, please indicate where this can be accessed (e.g. website address). If the answer is No and there are ethical implications associated with the proposed research activity then you must take care to explain in detail how this will be addressed in the space provided at section 10a.

Section 11: Output and dissemination

Please tick one or more boxes to identify the proposed output(s) of your research, and supply a short description of the output in the space provided. You should give careful consideration to the completion of this section, as evidence of appropriate dissemination plans - including whether the research output is commensurate with the costs sought and represents value for money - will be a criterion in the assessment of your application. You are encouraged to address and present the results of your research to as wide an audience as possible. You should therefore specify the audiences to whom the outcomes of your research will be of interest, and how you will present those outcomes to them.

The AHRC and the Arts and Humanities Data Service (AHDS) have formed a strategic partnership to promote their shared aims with regard to the application of information and communication technologies (ICT) in the arts and humanities. A range of guidance and advice on standards and methodologies is available from AHDS and may be helpful to applicants in preparing their applications where creation of an electronic resource is potentially involved. Further information is available on the AHDS website at http://ahds.ac.uk/ahrc.html.

Section 12: Nominated assessor

You must identify one nominated assessor who can comment in confidence on your application. You should specify the nature of any relationship you may have with your assessor, including, for example, if you have worked closely with them in the past.

The AHRC is seeking an expert academic evaluation of the proposal rather than a personal testimonial or reference. It must therefore be stressed that the people you nominate should be able to:

- make an objective and authoritative evaluation both of your research record to date and of your proposed programme of work
- comment authoritatively on your current research proposal, how it meets the aims of the scheme, and the contribution it will make to the development of research in your field.

You should **not** nominate:

- personal friends or relatives
- colleagues directly involved in the work you propose to carry out
- colleagues from your own institution, including Professors Emeriti, (if you are a member of staff at either Oxford or Cambridge universities, you should nominate external assessors from **outside** these institutions, rather than from a different college within the same institution)
- colleagues from other institutions with whom you have worked closely in the recent past
- colleagues with a vested interest in the research, for example general editors of series
 to which the work that is the subject of your application will contribute, or curators of
 galleries where the work will be exhibited
- members of the AHRC's research panels. For details of the membership of the research panels, please refer to the AHRC's website: (http://www.ahrb.ac.uk/ahrb/website/about/personnel/peer_review_panels.asp).
- members of the AHRC's peer review college members. For details of the membership of the peer review college, please refer to the AHRC's website (http://www.ahrb.ac.uk/ahrb/website/reviewers/research.asp?ComponentID=90545an dSourcePageID=89825#1).
- someone who is also intending to apply at a similar time to the Small Grants scheme
- If, based on the above guidelines AHRC officers consider your relationship to the nominated assessor to be too close, then your application will proceed to the next stage of assessment without the assessment. For this reason, you must clearly indicate your relationship to the nominated assessor.

You will need to send a copy of your application to your nominated assessor, together with an assessment form for them to complete, well in advance of the date when you intend submitting your application. Although there are no set deadlines for the receipt of applications, nominated assessments must be received by the AHRC no later than 5 working days after our receipt of the application itself. Please note that if the nominated assessment is not received we will <u>not</u> let you know, so it is your responsibility to ensure that it arrives in good time.

Section 13: Personal statement (optional)

Here you may draw attention to any special features of your professional or personal circumstances, or any unusual features of your application not accounted for elsewhere on the form, which you wish us to take into account when assessing your application. For example, details of a career break, or the effect of working on a part-time contract.

Section 14: Signatures and date

You must sign and date the form. By doing so you are agreeing that, if successful, you will be bound by the terms and conditions of the award. The form must also be signed by the Head or equivalent of your Department. You must also obtain a relevant institutional signature from someone with the appropriate authority to commit the institution to the terms and conditions of the award, for example the Head of Research or Finance Office. Their position at the institution must be stated. By signing the form, the institution is also agreeing that the applicant meets the eligibility criteria, as outlined in the Details of the scheme, and agrees to abide by the Terms and Conditions of the Small Grants in the Creative and Performing Arts scheme, should the application be successful. We will notify this person if your application is successful, so please ensure that the full name and institutional address (if different to the address provided in section1), together with the official institutional stamp, are provided.

You must return *the original* of the application form with these signatures: if you send a copy, this could delay the processing of your application. You must also send *four copies* of the completed application and Appendix 1.

Appendix 1: Classification of Research Proposal

This section of the form will be used to assist in the selection of the most appropriate assessors for your application and it is therefore important that you complete it carefully. There are three parts to the classification:

Part 1: Subjects

Part 1 is a two-page list of subject areas. You must select at least one and may select up to three of the available options to describe the subject area of your research proposal.

To select a subject, click in the box to the right of it and a list of numbers from 1–3 will appear. You should click on a number (the first subject you select should be numbered 1, the second 2, and the third 3), which will then appear by the selected descriptor. If you are completing the form by hand, please write 1, 2 or 3 in the box by the subject area(s) you wish to select. You do not need to select subjects in order of priority/relevance.

If you select a subject from the group titled Other, please select at least one other subject.

If your research is in the creative and performing arts, please indicate at the bottom of page 2 if your approach will be practice-led.

Part 2: Time and Place

This section will not be applicable to all proposals. If it is appropriate to describe the area of your research in terms of time period or geographical area, please complete this section.

There are three tables in this section, headed Subject 1, Subject 2 and Subject 3. The data recorded in each should correspond to the subjects assigned and numbered above, e.g. in the table headed Subject 1 you should select those time and place descriptors that relate to the subject you assigned a 1 above.

If you have selected a subject under the group titled History, you must select at least one time period that further categorises your proposal in this area.

Part 3: Keywords

This allows you to supply us with up to six key words that further describe the subject area of your proposal. These are intended to provide additional information and you should therefore not repeat any of the terms that appear elsewhere on the form.

Appendix 2: Equal opportunities monitoring form

The AHRC takes seriously its commitment to equal opportunities. We would therefore invite you to complete this form and append it **separately** from your completed application form. On arrival, it will be detached from your application and will not be a factor at any stage in the assessment of your application.

The information will, however, be held by the AHRC on computer for an indefinite period of time. The information will remain confidential to the AHRC, although it will be used in aggregate form to show, for example, success rates by sex or by ethnic origin. By completing and submitting the equal opportunities form you are giving your consent to the information contained in it being held in this manner. If you have any objection to this, you should not complete the equal opportunities form.

2: THE LEVERHULME TRUST

1 Pemberton Row London EC4A 3BG

Leverhulme Major Research Fellowships: General Information

The Leverhulme Trustees propose to offer up to 25 Major Research Fellowships designed to enable researchers in UK universities, to devote themselves to a project of outstanding originality and significance.

Eligible fields: All fields in the Humanities and Social Sciences.

Duration and starting date: Each Fellowship will normally be held for two or three years. Applicants should indicate the expected duration of their research project. The tenure of most fellowships will commence on 1 October 2005, but an earlier date is possible. A later date will be possible only in exceptional circumstances.

Eligible applicants: Candidates holding an established post at a UK university who have held a post in the UK for at least the past five years. Candidates must be of an age to return to full-time academic posts for at least two years after holding a Fellowship.

Support offered: The Trust will support each Leverhulme Major Research Fellowship by the provision of the salary of a full-time person to undertake the normal duties of the applicant for the duration of the project for up to three years at a grade not to exceed spinal point 10 (currently £24,951) on the RA1A scale, plus superannuation, national insurance, and London Allowance where applicable. The Trust will endeavour to pay normal increments and salary increases as these arise. Universities must undertake to make such a replacement appointment; the intention is that the replacement post should be held by one individual only for the full duration of the award. Universities must also undertake to grant paid leave to the Fellow for the same period. It is the intention that the Fellowship should be full-time. In particular, unless prior approval has been given by the Director, Fellows should spend no more than 30 hours in any month on academic and professional responsibilities other than those of the proposed research project. The holding of an administrative post is not permitted. An amount of up to £4,000 per annum will also be made available by the Trust to help meet the Research Fellow's research expenses, e.g. necessary travel or office consumables. Capital equipment, overheads, indirect costs, and bench fees are **not** eligible costs. Research expenses will only be paid, through the University, up to the amount shown in the application budget, provided they have been accounted for during the period of the Fellowship and not subsequently.

Scope of research projects: It is the intention of the Leverhulme Trustees that Major Research Fellowships should be used to facilitate research of a type and scale which necessitates a substantial amount of the time of the Fellow to complete. An application should therefore be confined to a proposal (normally a single project) involving research of outstanding originality and significance capable of being completed within two or three years, and appropriate for such a period of concentrated research. Scholarly excellence, research achievement and potential, and the appropriateness of a two- or three-year tenure will be primary criteria in the Trustees' decision, but the extent of a candidate's current

teaching and administrative responsibilities, which are seen seriously to inhibit research, will also be taken into account.

Registered charity no. 288371

Notice

The Leverhulme Trustees propose to offer up to 25 Major Research Fellowships in UK universities, designed to enable researchers to devote themselves to a project of outstanding originality and significance.

Eligible fields: All fields in the humanities and social sciences.

Duration and starting date: Each Fellowship will normally be held for two or three years. The tenure of most Fellowships will commence on 1 October, but an earlier start date may be possible. A later start date will be accepted only in exceptional circumstances.

Eligible applicants: Candidates holding an established post at a UK university who have held a post in the UK for at least the past five years. Candidates should be of an age to return to full-time academic posts for at least two years after holding a Fellowship.

Support offered: The salary of a full-time replacement lecturer for two or three years at a grade not to exceed spinal point 10 (currently £24,951) on the RA1A scale, plus superannuation, national insurance, and London Allowance, where applicable. An amount of up to £4000 per annum will also be made available by the Trust to help meet the Fellow's research expenses. Please note that capital equipment, overheads, indirect costs, and bench fees are not eligible costs.

Conditions: Successful candidates will be expected to spend a minimum of 80% of their time on the project and no more than 30 hours in each month on other academic and professional responsibilities. Universities should undertake to appoint a lecturer as stipulated above, and to grant research leave to Fellows for the duration of the award.

Closing date for applications: Friday 7 May. Please note that decisions will be made in November.

An application pack may be obtained from the Trust by sending a self-addressed A4 or A5 envelope stamped for 60g to: The Leverhulme Trust, 1 Pemberton Row, London EC4A 3BG. Please note that no packs will be mailed out after Friday 30 April 2004, and that application packs cannot be faxed or e-mailed to candidates. Details of the scheme are also accessible at the Trust's website: www.leverhulme.org.uk/MRFs.html.

Instructions to applicants

- **A.** Please forward the following documentation to the Director of the Trust at the above address by 4.30 p.m. on Friday 7 May 2004:
 - The enclosed form, duly completed in THREE copies. Please ensure that you choose three referees who will submit their comments without receiving prompting from the Trust.

- An abbreviated *curriculum vitae* (maximum two sides A4). This should include details of current undergraduate courses being taught, numbers of MA (or equivalent) and doctoral students supervised, as well as details of current administrative duties.
- A list of principal publications, including those in press (maximum one side A4).
- A 2,000-word summary of the proposed research to be undertaken during the tenure of a Fellowship. Please remember that this should (preferably) be a single major topic necessitating a period of research of between two and three years.
- The enclosed *University undertaking* sheet duly signed by the Vice-Chancellor of your university or by any person to whom the Vice-Chancellor has delegated this responsibility.
- **B.** Please forward a copy of the enclosed *General Information* sheet, your full application, and the *Referee sheet* to your three referees, who should send their comments to the Trust by Friday 14 May 2004 at the latest. Late receipt of references may prejudice your application. The Trust regrets that it is unable to acknowledge receipt of references.

Your application must be received at the Leverhulme Trust by 4.30 p.m. on Friday 7 May. Applications received later cannot be considered. The Trust regrets that faxed or e-mailed applications cannot be accepted.

Application form

Please complete all parts of this form clearly, preferably in typescript. If you write your answers, please ensure that they are clearly legible, and use black ink. If you wish, you may reproduce this form on a word-processor, but the pagination and spacing used in the original must be observed. THREE copies of the form and other documentation, duly stapled, should be sent to the Trust.

(1) Name:

Full name (surname underlined) and title

(2) Nationality: Male / Female Please circle

(3) Date of birth:

(4) Present appointment:

Position, Department/Faculty/School/Centre, Institution, address, telephone number, e-mail and fax and spinal point of current salary. If you have been in this post for fewer than 5 years, please give identical information about your previous post.

(5) Your contact details for correspondence about this application (ONLY if different from above):

Include address, telephone number, e-mail and fax

(6) Title of proposed scheme of research (maximum 80 characters including spaces):

(7)	Abstract	of proposed re	esearch (maximui	m 100 words):		
(8) (see the of ref	It is the a		aree referees: onsibility to supply) Please note that			
	(a)					
	(b)					
	(c)					
Please not el summ	a summary e remember igible. The	r that capital ecse costs should ttach to this for	penses: and amounts for equipment, books, of the described in the described in the light.	verheads, bench for project	ees and in	direct costs are
Item	L	Year 1 cost	Year 2 cost	Year 3 cost	Total	
T	OTAL					
(10)	Leave ta	ken in the last	five years and in	prospect (indicate	e year)	
	(a) S	abbatical leave				
	(b) U	Inpaid leave				
	(c) L	eave resulting f	rom other research	awards		
	(d) T	o what standing	g leave arrangemen	ts are you entitled	?	
(11)	Please gi	ive brief inforn	nation on any cura	rent research gra	nts held	pport provided
(12)	_	i ve brief inforn same details as	nation on any pen for (11) above	ding research gra	nt applic	ations
(13)		ive brief inforn ast five years	nation on any Lev	erhulme awards	you have	held

(14)

University commitments

Please complete the following table giving the number of hours devoted per week during the teaching term/semester to each activity listed. For (a), (b), (c), (d) and (e) you should include contact hours only.

	Average 2001/2002 – 2003/4
(a) Undergraduate tutorials/teaching	
(b) Undergraduate lectures	
(c) Graduate teaching	
(d) MA (or equivalent) supervision	
(e) Doctoral supervision	
(f) Administration and examining (please append details)	
TOTAL	

(15) Please give a description, in the space provided below, of the character and duration of your proposed non-research responsibilities/activities (expressed in percentages of total work time) were you to be appointed to a Fellowship. Show separate information for each year.

(16) Intellectual Property Rights

Please confirm below whether or not you anticipate that your project will or could be patented or registered, or have any significant commercial value in itself or (if successful) as the basis for further research which might have some value. Also indicate the policy of your employing institution with respect to intellectual property rights and therefore who will own intellectual property resulting from the project. The initiative for the identification, assessment and protection of property rights should come from the principal applicant. It is accepted that some financial benefits should accrue to the researcher(s) and probably to the institution. However, if the total benefits accruing to the institution and/or the researcher(s) exceed £10,000, one third of such income should be returned to the Trust up to the value of the original grant – unless the Trust waives that right. The Trust is willing to discuss exceptions to this rule, provided that the relevant researchers raise the matter before a grant is awarded

ignature of applicant
Oate:

An applicant will be deemed, by signing this application form, to have given their explicit consent to the Trust to process the data they have sent us in their application, in accordance with the Data Protection Act 1998.

Your application must be received at the Leverhulme Trust by 4.30 p.m. on Friday 7 May 2004. Applications received later cannot be considered. Fax and e-mail applications cannot be accepted.

January 2004 charity no. 288371 Registered

Referee sheet

Name of candidate (Title, first name, surname):						
•••••••••••••••••••••••••••••••••••••••						
Name of referee (Title, first name, surname) and address:						

Notes for referee:

- (1) The Trustees would be grateful for your views on the research record, standing and potential of the candidate, and on the merit of the proposed research project, including an assessment of its appropriateness for a 2-3 year period of research. Leverhulme Major Research Fellowships are intended to support the research of academic colleagues capable of genuinely significant achievement. You should not feel obliged to write at length unless you consider the candidate to be of appropriate calibre.
- (2) Please use continuation sheets if necessary.
- (3) You may of course reproduce this form on your own word processor.
- (4) Please send your comments, which will be treated as entirely confidential, to reach the Trust by Friday 14 May 2004. These can be sent by mail, fax: 020 7822 5084 or email to sherd@leverhulme.org.uk.

The Trust regrets that it is unable to acknowledge receipt of references

3: ARTS COUNCIL ENGLAND

Grants for the arts – individuals and organisations Application form

Introduction

Before you start to fill in this form, please read the guidance notes carefully. We strongly advise you to speak to us before you apply, particularly if you have questions that the application materials do not answer, or if you need advice about your application or the activity you are applying for. Please read the application materials and be ready to describe your activity clearly to us. This will help us give you good advice and will save time. You can phone our enquiry team on 0845 300 6200 or email enquiries@artscouncil.org.uk You can find other ways of contacting us in the document *How to contact us*, which is included in the application pack.

As well as filling in this application form, you need to write a proposal about the activity you are asking us to support. This is a very important part of the application process and we cannot assess your application without it. The 'Writing your proposal' section of the guidance notes gives details of what you should include in your proposal.

We will assess your application using the form, your written proposal and any other information we ask you to send. We also use the knowledge of our staff and comments from others, including local authorities, who we consult about most applications. We also let them know the outcome of your application.

This form

This application form gives us information about you, what you are applying for and your budget. The form also gives us important information that we must include in reports to the government and that we use when monitoring our grants.

There are questions in the application form that you must fill in. These are listed at the beginning of each section and marked with this arrow symbol \bigcirc . If you do not fill in these questions, we cannot assess your application. If any other question in the form does not apply to you, write 'Not applicable' or 'N/A'.

The checklist in section G of this form tells you what to send in with your application. Send your complete application to the grants management unit in the regional office for the area where you are based. The addresses for our regional offices are in the document *How to contact us*, which is included in the application pack.

In this version of the form, fill in the areas that are highlighted in grey. You can use the tab key to move between questions. Remember to save the file to your computer as you are working on it. You must print and sign this form by hand in order to send it to us.

This ap	plication form contains the following sections. Section A - about you Section B - individuals Section C - organisations Section D - the activity you are applying to do Section E - other information Section F - budget Section G - declaration Appendix 1 - preliminary tour schedule
In this questio	A – about you section, you must fill in questions 1, 2a, 5, 6 and 7. Organisations must also fill in n 3. What is your name (if you are applying as an individual) or the name of your
organisa	ation?
outcom	What is your full address? (We will use this address to write to you about the e of your application.) Please provide the full, correct postcode as we need it to your application. Please also give the area code for your phone number.
	Phone number:
	Area code Main number
	2b Please give any other contact details. Email address
	Website address
	Textphone
	Fax number
	Individuals should now go to question 4.
	If you are applying on behalf of an organisation, give the following details for a contact person.
	Name of the main contact person

]	osition	
	ess (if different from question 2a). We will use this address if we need to cont we are assessing your application.	act
]	hone number:	
4	rea code Main number	
]	mail address	
_	extphone	
]	ax number	
	these are. (For example, 'I prefer materials in large print' or 'Our main conteds everything on audio CD'.)	
wha		
wha	eds everything on audio CD'.)	
wha	Click on one of the boxes below to describe your status.	
wha	Click on one of the boxes below to describe your status. Individual	
wha	Click on one of the boxes below to describe your status. Individual Company limited by guarantee	
wha	Click on one of the boxes below to describe your status. Individual Company limited by guarantee Company limited by shares	
wha	Click on one of the boxes below to describe your status. Individual Company limited by guarantee Company limited by shares Local authority	
wha son no	Click on one of the boxes below to describe your status. Individual Company limited by guarantee Company limited by shares Local authority Unincorporated group Other (Please give details below in no more than 10 words)	
wha	Click on one of the boxes below to describe your status. Individual Company limited by guarantee Company limited by shares Local authority Unincorporated group	

Please say (in no more than 50 words) what you do if you are applying as an individual, or what your organisation does. If you are applying as an individual, tell us about your artistic practice. If you are applying as an individual, you must include your CV when
you send us your application.
Section B – individuals Section B is for individuals only. Organisations should now go to section C.
You do not have to give us the following information but we would be very grateful if you
would answer questions 8 and 9. We will use this information to report to the government
and to compare success rates of the applications we receive. We will not use this information
to assess your application.
8 Please click on the box that applies to your background. White
British
Asian or Asian British:
Asian Bangladeshi
Asian Indian
Asian Pakistani
Any other Asian background
Black or Black British:
☐ Black African
☐ Black Caribbean

	Any other Black background
	Chinese
	Asian and white
	☐ Black African and white
	☐ Black Caribbean and white
	Chinese and white
	Any other background from more than one ethnic group
	Any other ethnic group (Please give details below.)
	9 Do you consider yourself to be disabled?
	Yes
	☐ No
	on C – organisations on C is for organisations only. Individuals should now go to section D. In this section, you must fill in questions 10, 12, 13 and 14.
•	10 Click on the category that most closely describes your organisation.
	Arts organisation - amateur or voluntary
	Arts organisation - professional
	Community or voluntary organisation
	Educational establishment
	Health group or organisation
	Local authority
	☐ Trust or foundation
	☐ Youth group
	Other (Please describe your type of organisation in no more than 10 words.)
11	What year was your organisation formed?
	Year
•	12 Are you a registered charity?
	Yes

		No	
(2)	13	What was your organisation's income in the last full fi	inancial year?
	£	Actual	
		If you are a new organisation, please estimate your inc	come for your first year.
	£	Estimate	
om	14 mittee, t	At the time of applying, how many members operard, governing body or council have?	does your management
	Tota	al number	
	(Que	estion 14 continues on next page.)	
or co	ouncil wernment	the number of members on your management committee tho are from the following groups. We will use this info and to compare success rates of the applications we rece to assess your application.	ormation to report to the
Give	e numbe	rs for each group in the boxes below.	
Whi	ite Num	ber	
	Briti	ish	
	Irish	1	
Asia	n or As	sian British:	
	Asia	an Bangladeshi	
	Asia	an Indian	
	Asia	an Pakistani	
	Any	other Asian background	
Blac	ck or Bla	ack British:	
	Blac	ck African	
	Blac	ck Caribbean	
	Any	other Black background	
	Chiı	nese	
	Asia	an and white	
	Blac	ck African and white	Ħ

	Black Caribbean and white
	Chinese and white
	Any other background from more than one ethnic group
	Any other ethnic group (Please give details below.)
	e give the number of members on your management committee, board, governing body uncil who consider themselves to be disabled. Number
	on D – the activity you are applying to do uestions in section D relate to the activity you are asking us to support.
In thi	s section, you must fill in questions 15, 16, 17, 18, 19, 20, 21 and 22.
•	What is the name of the activity you are applying to do? (Please give the name or working title.)
to 3 (16 Which of the following does this activity involve? nvolves more than one type, please choose no more than three, numbering them 1 1 being the most important). We use this and other information in your application cide who will assess and comment on your application. Combined arts (includes carnivals and festivals) Dance Theatre and drama (includes street arts and circus) Literature Music Visual arts Other (Please give details below in no more than 10 words.)
_	

Please give us a description (in no more than 50 words) of the activity you are asking us to support. This helps us to decide who will assess and comment on your application, and also to identify examples of activities we have funded for use in reports and publications.

weeks after receiving a complete ap under, and 12 working weeks for appenough time before your activity starts, The start date for your activity should you need. For example, if an activity time to do this.	plications over £5,0, we may not be able also include the plan	00. If you do not to assess your appending and prepara	ot give us oplication.
	Buy	,	1 Cui
Start date		/	<u> </u>
End date	/	/	<u></u>
We will not fund any goods or service receive an offer letter.	s that have been boo	ight or ordered b	efore you
Applying to tour If you are applying to tour: • do not fill in this question • fill in the preliminary tour schedule for 1 (you can also downlowww.artscouncil.org.uk), and • go to question 21.		ed in this form as our webs	
All other applicants If you are not applying to tour, pleas to these questions provide us with			

to the government, including local authorities, about where Grants for the arts activities take place.
Will your arts activity benefit a particular place or places?
Yes (Please also fill in question 20.)
 No (Please give details below in no more than 10 words, for example, 'This activity will take place on the internet' or 'I am applying for a training grant.' Then go to question 21.)
20 Please give the full postcode (or postcodes) of the place where your activity
Please give the full postcode (or postcodes) of the place where your activity will take place. If you do not know the postcode (or postcodes), please tell us the local authority area (or areas) instead.
If this is not relevant (for example, if the activity will happen across the North West and Yorkshire regions), please give details.
How many people do you estimate will benefit from the activity? Please give an estimate for this activity. If possible, please also estimate how many people benefited from your last 12 months' activity. If none applies, write 'Not applicable' or 'N/A'.
'Taking part' means doing the activity. 'Audience' includes people going to an exhibition or performance, and people getting access to work that is printed, recorded, broadcast or on the internet.
This activity Number
Artists
Others taking part
Audience
Total
Last 12 months' activity

A	rtists
O	others taking part
A	udience
Т	otal
22 Click on a	What are the age ranges of the people who will benefit from your activity? all relevant boxes.
	Children under five
	Children (five to 11)
	Youth (12 to 19)
	Young adults (20 to 24)
	Adults (25 to 64)
	Adults (65 and over)
	All age ranges
23 Is any of the	the activity you are planning directed at, or particularly relevant to, following groups of people? Please click on any relevant boxes.
	Disabled people
	Asian or Asian British (includes Bangladeshi, Indian, Pakistani or any other Asian background)
	Black or Black British (includes African, Caribbean)
	Chinese
	_ Irish
	Any other ethnic group (Please describe below in no more than 10 words.)
particular 'This acti	ease give details (in no more than 10 words) if your proposed activities have any focus that we should know about, for example, 'My work is in a hospital setting' or vity includes working with young offenders'. This helps us to decide who will d comment on your application, and also to identify examples of activities we have r use in reports and publications.

may ch					
	Number of performance or exhibition days				
	Number of new products or commissions				
	Period of employment for artists (in days)				
	Number of sessions for education, training or taking part. 'Taking part' means doing the activity (Divide the day into three sessions - morning, afternoon and evening. A 'session' is any one of, or part of one of, these. For example, a half-day education workshop would be one session.)				
	E – other information section, you must fill in questions 26, 28 and 29.				
€ 26 If you have discussed your activity with staff in any of our offices, please tell us their name (or names), if you know, and which office they work in.					
the activ	If you have contacted local authority staff in the area (or areas) where vity will take place or where the benefit of the activity will be felt, please tell us the authority (or authorities) they work for and their r names).				
As par	ork with local authorities and consult them about most applications. It of this process we will also let them know the outcome of your ion. We advise that you discuss your activity with any relevant local authorities				

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ᢒ Engla	28 Have you received funding before from us or the former A and or the regional arts boards?	arts Council of
	Yes	
	□ No	
	29 We share information with other National Lottery dist cations we receive. Have you applied or do you intend to apply to an butor for a grant towards this activity?	
	Yes (Please give details below.)	
	☐ No (Please go to section F.)	
	Name of lottery funder	
	Reference number (if you know it)	
	Result of the application	
	Name of lottery funder	
	Reference number (if you know it)	
	Result of the application	
	Name of lottery funder	
	Reference number (if you know it)	

Result of the	application	on				
Section F – b	udget					
You must fill in sources', 'Amount and 'Balanced budg guidance notes bef correctly, your application. applying to do. match. Please use fur Please check your fig.	you work get'. V fore fillin This bud The inc all pounds	uld like from We strongly a g in section we get should be some and 'es and no	m us', 'Tota advise you to F. If you do c be for the to xpenditure' (nd income', o read the but o not fill in cannot tal cost of t (costs) for y	'Total expenditure udget section of the this budget section asses he activity you an our activity shoul	e' ne n ss
Income for your activ Income from other s Earned income Exp	sources	nfirmed				
		£				
		£				
. 1		£				
Local authority fund	ding Expe	ected Confirn	ned			
					£	
					£	
			2		£	
Other public funding	ıg		Expected	Confirmed	I	
					£	
					£	
			. 3		£	
Private income			Expected	Confirmed	I	
					£	
					£	
			. 4		£	
Support in kind			Expected	Confirmed	ı	
					£	

			£
			£
	. 5		£
Total income from other source	es - add subtotals 1 to 5	(a)	£
Amount you would like from us			£
♦ Total income (a + b)			£
Expenditure for your activity			
Artistic expenditure			
		£	
		£	
		£	
		£	
		£	
. 1		£	
Organisational and professional d	levelonment		
0-8		£	
		£	
		£	
. 2		£	
Marketing and audience develops	nant		
Marketing and addicate develops	nent	£	
		£	
		£	
.3		£	
. J		~	
Overheads			
		£	

	•	
	£	
	£	
4	£	
Assets - equipment, instruments and vehicles		
1 1	£	
	£	
	£	
5	£	
Assets - buildings, including buying, refurbis	hing and improvi	ng them
rissets buildings, melating buying, returbis	£	ing them
	£	
	£	
6	£	
Value of support in kind		
•	£	
	£	
	£	
. 7	£	
Other expenditure		
P	£	
	£	
	£	
8	£	
○ Total expenditure - add subtotals 1 to 8	£	
Balanced budget		
Please click on to confirm that	your total incom	e and total

expenditure	are

Section G – declaration

Data protection and freedom of information

You must sign and date this form before you send it to us. We are committed to openness and trust. This includes being clear about how we assess and make decisions on Grants for the arts and how we will use your application form and other documents you give us. We are happy to provide you with copies of the information we hold about you, including our assessment of your application.

As a public organisation we have to follow the Data Protection Act 1998 and the Freedom of Information Act 2000. We have a data protection policy, which is available from our website at www.artscouncil.org.uk.

We also have an information sheet about freedom of information. You must read Grants for the arts - how we treat your application under the Freedom of Information Act before you sign this application. It is included in this application pack and is also available from our website.

By signing this application form, you agree to the following.

- 1 We will use this application form and the other documents you give us, including any personal information, for the following purposes.
- To decide whether to give you a grant.
- To provide copies to other individuals or organisations who are helping us assess and monitor grants, including local authorities, other lottery distributors and organisations that award grants. After we reach a decision, we may also tell them the outcome of your application and, if appropriate, why we did not offer you a grant.
- To hold in our database and use for statistical purposes.
- If we offer you a grant, we will publish information about you relating to the activity we have funded, including the amount of the grant and the activity it was for. This information may appear in our press releases, publications, on our website and in the publications or websites of the Department for Culture, Media and Sport (DCMS) and any partner organisations who have funded the activity with us.
- 2 You have read and understood our information sheet *Grants for the arts how we treat your application under the Freedom of Information Act*. You accept how we generally plan to treat your application and other related information if someone asks to see it under the Freedom of Information Act 2000. You accept that the information sheet does not cover all cases, as we have to consider each request for information based on the situation when we get the request.

Click	on t	his b	ox if	yoı	ı con	sider that	we sl	hould	l treat y	our w	ritten
propos	sal a	is con	ıfider	ıtia	l info	rmation.					
Click	on	this	box	if	you	consider	that	we	should	treat	your

financial information, such as your budget and any business plan, as confidential information. Click on this box if there is any other information in the documents you provide to us that you consider to be confidential information. You must tell us what that information is and give us your reasons below or in a separate letter. If you are including a separate letter, please write 'Letter included' on the line below.	
If we offer you a grant and you have ticked any of the boxes above, we would generally those documents as confidential until your activity ends (this is the date you give us in application form).	
Click on this box if you consider that we should treat those	
documents as confidential after your activity ends. You must tell	
us what that information is and give us your reasons below or in a	
separate letter. If you are including a separate letter, please write 'Letter included' on the line below.	
3 You agree that we can keep you informed of our work and pass your contact deta organisers of arts marketing activities, conferences and training events. You can opt of these options by ticking the boxes below.	
Click this box if you do not want us to keep you informed of our	
Click on this box if you do not want us to pass your contact details	
to organisers of arts marketing activities, conferences and training events.	
Checklist We can assess only complete applications. If your application is not complete, we not assess it. Before you sign your application and send it to us, please check following to make sure your application is complete.	
☐ Have you filled in all the questions listed at the start of each section and marked with this arrow symbol � and any other questions that are relevant?	
Have you filled in the budget section of the application form and checked	

that your budget balances?
Have you filled in and enclosed a preliminary tour schedule form attached
Have you included your written proposal and followed the headings we provide in the guidance notes?
Have you included a CV (if you are applying as an individual)?
If you are an organisation that receives regular funding from us, have you enclosed a copy of written confirmation that your lead officer agrees with you making an application?
☐ If you are applying for a building project, have you enclosed a copy of written confirmation that we agree with you making an application?
If you are making a second application while you have another application under assessment, have you included written confirmation from the named contact in your acknowledgement letter that we agree you can make a second application?
Please make sure you keep a copy of your application for your records.
Remember to sign and date this form. Individuals should use page 24 and organisations should use page 25.
Individuals I confirm that, as far as I know, the information in this application is true and correct.
Your signature
Name (Use CAPITAL LETTERS)
Date

Please send your application to the grants management unit in the regional office for the area where you are based. The addresses for our regional offices are in the document *How to contact us*, which is included in the application pack.

Organisations

I confirm that the organisation named on this application has given me the authority to sign this application on their behalf.

I confirm that the activity in the application falls within the powers of the organisation's constitution or memorandum and articles of association.

I confirm that, as far as I know, the information in this application is true and correct.

	CTED C)	
CAPITAL LET	TEKS)	
		en mad del reno,

Please send your application to the grants management unit in the regional office for the area where you are based. The addresses for our regional offices are in the document *How to contact us*, which is included in the application pack.