

Application summary

Application title

This should be the title of your proposal. The title must be no longer than 10 words. It can always be changed later.

How long would you like your funding to last? (months)

You can use your funding over a period of up to 3 years. We understand that projects change and are usually ready to discuss extensions where appropriate.

When would you like your funding to start?

From the application deadline date it will usually take around 12 weeks to receive a decision about your application. If your application is successful it could then take another month for you to receive the funding. You can't use Wellcome funding for any costs you have incurred before you receive our funding.

Are you applying through an organisation?

Has this organisation applied for Wellcome funding before?

This can be any funding from Wellcome - not just public engagement funding.

Has this organisation received Wellcome funding?

This can be any funding from Wellcome - not just public engagement funding.

Name of administering organisation

Please enter the name of the organisation where you intend to hold the award.

Address where the grant will be held

Department/Division

Organisation

Street

City/Town

Postcode/Zipcode

Country

If your application is successful, this is the address that will be used in the award letter.

Lead applicant

Lead applicant details	
Full Name	
Department	
Division	
Organisation	
Address Line 1	
City/Town	
Postcode	
Country	
Telephone No.	
Email Address	

The lead applicant is the person who has the main input into, and ownership of, the outcomes if the application is successful. This is the individual with whom the Trust will correspond about the application.

Have you applied for Wellcome funding before?	
<i>This can be any funding from Wellcome - not just public engagement funding.</i>	

Have you received Wellcome funding?	
<i>This can be any funding from Wellcome - not just public engagement funding.</i>	

Team members

Please provide details of key team members on the project (including partners, researchers or experts)			
Name	Organisation	Email address	Role in the work

Proposal

Tell us about your project in detail
You must break your answer down as follows:
<ol style="list-style-type: none">Please provide up to three main outcomes you want to achieve with the project. How do these connect with our stated criteria (the "What we are looking for" section of the scheme page)? Please provide one or more outputs related to each outcome, and describe

any longer-term impacts you hope the project will have.

2. **Who are the people you want to reach and why do you want to work with them?**
3. **Why are you and your team well placed to achieve these outcomes, and why is your method a good means to bring about the change?** Let us know previous activities, knowledge or learning that your proposal will build on. This need not be from activity you have delivered.
4. **How do you plan to deliver the project?**
5. **How will you establish whether or not you have been successful in achieving your outcomes, and how will you share learning from the project?**

(1200 words max.)

Your application will be reviewed by some people with experience relevant to your work, and some from a wider range of backgrounds. The best applications will be able to convince us without assuming too much specialist knowledge.

Outcomes, outputs and impacts. Please see the additional guidance in the guidance document 'Public Engagement Fund: what good proposals look like (PDF)'. The most important thing is to be clear about the change you want to make.

Who are you working with? This could be intended participants, community groups, audiences or professional groups. It could involve certain demographics. Try to be as specific as possible. Tell us why you think this is the right focus of who to work with. If appropriate, tell us how the project will promote diversity and inclusion, or engage those affected by social and economic disadvantage. Outline what that disadvantage is, based on your own context. And tell us if you've taken any steps to engage with those people, to understand how they most want to be involved.

Why are you best placed and why is yours a good method? Let us know briefly what skills and experience key team members or your organisation(s) have which will contribute to making the project a success. Is there any past activity, learning or evidence that supports using the method you've chosen?

Project plan. It's important to us to see that your project is feasible given the resources it will involve. How will the project be managed? This might involve giving milestones for a complex project. Whilst we are very open to you taking risks and learning from it, we want to know if you have thought through any key risks involved that might fundamentally affect the project. How you will manage these risks?

How will you establish whether or not you have been successful in achieving your outcomes? We don't require you to undertake formal independent evaluation. What we want to know is how you will track whether the project has been a success, learn, and share learning. We are open to requests for funding independent evaluation as part of a project. You can also use the upload functionality in the 'Supporting material' section of the form to add a link to your organisation's theory of change or evaluation plan.

Give us a summary of your idea

This should summarise your proposal and highlight the most important points from the previous question, focusing on how your proposal meets our criteria.

(200 words max.)

This summary will be the first thing we read, although we've asked for it last so you can use what you have written above. It helps us assess whether your proposal is a good fit with our strategic vision and criteria. Tell us succinctly how your project fits with the "What we are looking for" section of the scheme webpage, whilst giving us a strong sense of the activity and the change you want to make.

Currency requested

Please select the currency in which you wish to apply.

Tell us which currency you think will best enable you to deliver your project. Usually the currency people choose is the local currency where the project will take place. Where this is not the case, please explain the reasons for selecting the chosen currency.

Please refer to the Wellcome Trust's website for further information regarding selecting a currency.

If the application is successful, the award will be made in the currency you have selected, providing we are able to purchase that currency.

Is the selected currency your local currency?

What is your local currency?

Please state clearly the reasons for requesting costs in the selected currency and the exchange rate used
(100 words max.)

Costs requested from Wellcome

Wellcome funding can't be used to cover retrospective costs.

Salaries

Are you requesting salaries?

Salaries / Stipends

Total

Fees

Are you requesting fees?

Fees

Total

Materials and consumables

Are you requesting materials and consumables?

Materials and consumables

Total

Total

Equipment Are you requesting equipment?	
---	--

Equipment

Total

Production costs, press and marketing Are you requesting production costs, press and marketing?	
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Production costs, press & marketing

Total

Travel and subsistence Are you requesting travel and subsistence?	
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Travel and subsistence

Total

Evaluation and dissemination Are you requesting evaluation and dissemination costs?	
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Evaluation and dissemination

Total

Building and refurbishment Are you requesting capital project costs?	
--	--

Building and refurbishment

Total

Miscellaneous costs Are you requesting miscellaneous costs?	
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Where overheads are allowed and are being requested, you will need to provide a letter from the Finance Director of your organisation. The letter should provide a breakdown of the costs requested and confirm that the request is a true representation of the costs incurred.

Miscellaneous other

Total

Contingency

Are you requesting contingency?

Contingency: This allows you to hold a small amount of money to cover unexpected costs. As a rule we wouldn't expect your request for this to exceed 5% of the total.

Contingency

Total

Please provide a more detailed breakdown of the costs you are requesting from Wellcome

In this section, briefly outline how you've arrived at the costs above, so we can understand the project better, and assess its value for money.

E.g. 0.6FTE Project Worker for 24 months at a 1.0FTE salary of £30,000 including on-costs = £36,000

Do this only for your main items of expenditure (those over 10% of the total)

If you are requesting more than £100,000, you must provide a detailed budget. You may wish to use our upload functionality (found in the 'Supporting material' section) instead, to give us this information. If so, please write 'See supporting information' here.

(250 words max.)

Are you requesting overheads under the miscellaneous costs heading? (for small charitable or not-for-profit organisations, or low- and middle-income country organisations only)

Please upload a letter from the Finance Director of your organisation. This letter should provide a breakdown of the costs requested and confirm that the request is a true representation of the costs incurred.

Total project costs and income

What do you expect to be the total cost of the work?

This should include all associated spending, not just Wellcome funding. You shouldn't include in-kind support.

Do you expect to receive other income?

This might include charitable grants, commissions, fees for work or other earned income.

You don't need funding from another organisation to be eligible, but it may make your proposal more competitive. Such funding would show that your project is sustainable and/or that it is supported by stakeholders who are important to the success of the project.

Please provide details of other income

Date confirmed or expected	Confirmed or expected	Income source	Amount

Administrative details

Overall category

Please select an overall category for your proposal

Activity locations

Is your activity taking place in the UK and/or Republic of Ireland?

Please select region(s)

Is your activity taking place in a low- or middle-income country?

Please select region(s) and country(s)

Public engagement area of science

Please select up to three categories that are relevant to your application

Please specify

Financial administration

Please provide your Company Registration Number or Registered Charity Number

If your organisation is an exempt charity under the UK Charities Act, please enter N/A. If you are a non-UK organisation please include your country equivalent.

Please provide a contact name at your organisation. This person must hold the authority to make financial commitments.

Is your administering organisation not-for-profit?

Do you operate a finance system, for example Agresso, Sage, Oracle etc?

Your finance system must enable the separation of costs such that all the costs relating to the Wellcome Trust grant could be grouped together in one "cost centre" or "grant code" and also allow for separate reporting on that code. If you do not operate a finance system, the Wellcome Trust will require a discrete bank account to be used, into which the Trust's funds would be paid. You will be required to provide proof of this at the award stage.

Please state which one

Do you have an accountant who could certify the expenditure relating to the Wellcome Trust grant, if required?

Please provide their name and address

Supporting material

Would you like to include any supporting material?

We will shortlist proposals based on your answers above, so make sure you've already included all the important information. The exception to this is for projects over £100,000, where you must submit a detailed budget. This can either be uploaded here or included in the 'Costs requested from Wellcome' section.

If you feel there is additional relevant information that helps us to understand your proposal you can upload it here. Generally, these should be pre-existing documents that have been produced during the development of your idea. We can't guarantee to look at it.

To submit supporting information, please provide a single page pdf document containing web links that point to the location of your support material. Ensure that any links will remain live for six months. You should make sure that we can access any confidential materials that are not publicly available.

Support material could include the following:

For projects requesting over £100,000:

- You must submit a detailed budget. This can either be uploaded here or included in the 'Costs requested from Wellcome' section.
- You may also want to submit a detailed project plan, which could include milestones, audience development and/or sustainability, along with a risk register.

Potentially relevant for any project, depending on its focus:

- relevant reviews or reports of previous activity, eg evaluation of a pilot

- draft scripts or treatments
- links to still or moving images e.g. YouTube or Flickr
- working diagrams or plans to illustrate your work

Please note we cannot accept support material in hard copy format.

Sample