

Applying for a Research Grant



Leading Learning through
Action-led Research and Innovation

Application form

About your collaboration of schools/partners: please answer **ALL** questions

1. Names of Schools/Partners in your proposed collaboration

2. Name and full contact details of the Lead School. Please include an email and a telephone number.

3. Name of Headteacher of Lead School and the Research Lead (if not the headteacher)

4. Your Research Question and the proposed title (these may be provisional)

5. Please tell us here how you heard about The Laurel Trust Funding

Gaining a clear picture...

In order that we can gain a clearer picture of the research or innovation you are planning please write an outline covering the following points. **It is important that you do not exceed above 2,000 words overall.**

It may be easier for you to use a mixture of brief descriptive text and bullet points. It would be helpful if you could cover the following points:

6. Tell us about the background/context in which you are conducting your research and the nature of your collaboration

7. Please write a brief description of the intended research or innovation and the impact you hope to achieve – most importantly what will be better because of your research?

8. What do you feel are the ethical issues your research may raise?

The BERA Guidelines for Education Research Fourth Edition (2018) would be helpful to you in consider this questions:
www.bera.ac.uk/publications/ethical-guidelines-for-education-research-2019-online

9. We feel it is important that all research includes professional development to build skills, confidence and sustainability; briefly describe how you would do this?

10. Tell us how you will monitor and evaluate your research, especially the impact you wish to achieve for children, teachers, parents/carers, or the community (depending on the nature of your research)

11. Have you any initial ideas about how you might disseminate your work so that other schools and their children/teachers benefit?

Money Matters

12. It is important that you say how much grant-funding the collaboration of schools is applying for *(please note that whilst we will allow a grant to be used for supply-cover we do not allow the payment of salaries or any kind of expenditure which are part of normal school life) it is important to refer to the Allowed Expenditure Document which is part of the application advice.*

13. Please give your thoughts about how you might 'match fund' the amount of grant for which you are applying? It is important that the amount of matched funding and the grant for which you are applying are equal. Your 'match funding' is likely to be in terms of time, people, expertise or resources.

14. Signature of Headteacher of Lead School

15. Signature of the Chair of Governors or Trustees

Please read the important notes on the following page.

Important Steps

- **Go to The Laurel Trust website and submit your on-line application before 5pm on Friday 26th November 2021.**
- **Once you have completed your on-line application, please go to the Data Protection Page and the Permission to Contact Form and complete and submit both. This is an extremely important step as we cannot process your application or contact you without the completed permission.**
- **Please post a completed hard copy of your application signed by the Headteacher and Chair of Governors/Trustees to:**
Maggie Roger, Consultant Director
The Laurel Trust c/o Stone King LLP
Boundary House
91 Charterhouse Street
London
EC1M 6HR
- **It is important that you do not just apply online but keep an additional copy of your application for future reference. Several schools have simply applied on line and not kept a copy.**

What Next?

When your application is received it is anonymised and the Trustees' Selection Panel make their judgements and decisions based on how your collaboration meet the criteria set, the quality of your submission and the impact your research or innovation is likely to have.

You will be contacted about result of your application before the end of the Autumn Term 2021.

If the Trustees wish to take your application further you will be invited to a Zoom discussion in January 2022. The meeting will be with a small panel of Trustees so that they can gain a fuller picture of your intended research, your partners and the nature of the collaboration and raise any points for clarification. Successful applicants will be advised of the outcomes so that they can begin their research in February 2022.

It is anticipated that the of this cycle of research would be completed and a report submitted by June 2023.

The final grant award is dependent upon you completing an action plan, timeline and indicative budget and submitting this to the Board of Trustees at the start of your research.

In addition, the Lead School will be asked to sign our partnership agreement with The Laurel Trust which sets out the terms of our contract with you.

Permission to Contact Reply Slip in compliance with GDPR

I consent to my name, email address, professional or voluntary role and workplace address and other necessary contact details being held and controlled by the Laurel Trust for the legitimate processing of such data in the reasonable pursuance of the Trust's charitable, public benefit functions as a grant making organisation, dedicated to the advancement of education.

Full name

email address

Signed