



Grant Application Form

Version 1.1.
April 2016

GRANT APPLICATIONS ROUND 3:

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

**Completed application forms should be emailed to
Elena Shampanova, RARP, Project Manager,
at elena@rarp.org.uk or
by post to 28 Kinnaird Way, Cambridge, CB1 8SN, UK**

Guidance for completing the Grant Application

Section 1: About you

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

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

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

Section 2: About your project

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

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

Section 3: Dissemination of the results

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

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

Section 4: Budget:

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



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GRANT APPLICATION FORM

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

ABOUT YOUR PROJECT	
Please describe your project in a maximum of 300 words	
What specific activities are you asking us to fund? TIP – Create a bullet point list of activities in order of delivery	



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What is the timeframe for your project?	
How will the project be managed? Please provide a detailed <u>Management Plan</u> in any format convenient for you. Make sure you include the work plan, timeframe, responsibilities, and evaluation framework.	

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



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ABOUT YOUR BUDGET

Please list below the activities that you want RARP to fund

Description of Expenditure	Cost
Total	£

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

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

TOTAL AMOUNT REQUESTED FROM RARP:	£
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 should be emailed to
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 at elena@rarp.org.uk or
 by post to 28 Kinnaird Way, Cambridge, CB1 8SN, UK**

**All successful applicants will need to sign a grant agreement with RARP
 outlining terms and conditions of funding.**