**Initial Application Form Help Notes (MHRP)**

This section gives detailed advice about how to approach each of the questions on the initial application form. Please read these notes carefully before you start filling in your application form and refer to these notes as you go. This will improve your chances of success. You must answer each question on the application form. The use of bullet points and headers throughout the application is acceptable.

Please be sure to include a short 2-page CV with associated publications listed.

References cited in your application do not count toward word count and must be listed numerically in a Bibliography section. References could be items such as NICE guidelines, independent evaluations and academic articles.

**Any word counts listed on the initial application form must be strictly adhered to.**

**Section One: Organisation and Contact Details**

# **1.1 Organisation name.** Give the name shown in your governing document rather than any brand or operating name.

**1.2 Organisation address.** This should be your registered address. It is important that you provide the correct postcode, telephone number and email address so we can contact you.

**1.3 Organisation type.** We need to be clear about what type of organisation you are, please tick the relevant box. If your organisation has a company or charity registration number, please enter it in the box provided. We will check your charitable status and your company registration if you are invited to submit a full application.

**1.4 Main contact details for the project.** This should be the key person involved in your application. They should be able to talk about your project in detail and be able to supply contact details for someone who has expertise on specific areas, if required. It is very important to us that you provide the correct address, telephone number and email. Please let us know if the main contact has any particular communication needs.

**Section Two: About your project**

**2.1 Project name.** We need a short (max 10 words) relevant name for your project. We will use this title for any correspondence and if you are awarded a grant, for any press releases that we make about your project.

**2.2 Highlight notice.** If your application responds to a Highlight Notice, please indicate the title and reference number as stated on the Notice itself (eg HN 023 Veterans Care Options).

**2.3 Project aims.** Tell us in no more than 150 words what the key aims and/or research questions of your project are. The aim should sum up the overall purpose of your project, research or the broad change you want your project to make. Please ensure that you have clearly identified the research question(s) that you intend to answer within the project.

**2.4 Evidence of project need.** Tell us what the need is for your project and how have you identified this. Include information about any existing services and how your project will add to them or fill any gaps. Where appropriate, include details of how you consulted with your beneficiaries and stakeholders and how you ensured it was inclusive. Tell us about any research you have carried out or any other evidence you have gathered, including any regional or national strategies that support the need for your project (max 250 words).

**2.5 Project Plan.** In no more than 100 words, tell us very briefly what you plan to do. How will you conduct your project? Be sure to note the methods that you propose to adopt within the study and why you have selected your given approach.

**2.6 Sample Size.** Tell us what your proposed sample size will be and justify how you came to this decision. If a specific number, a desired range would be acceptable. If you have used a power analysis to determine your sample size, please be sure to include relevant details (max 100 words).

**2.7 Recruitment Strategy.** In no more than 100 words, please explain how you intend to recruit participants to your research project. Be sure to justify if you have selected one particular branch of service over the others. If you are using a gatekeeper(s) for access, please explain their use and note any recruitment-related agreements. Any gatekeeper(s) or third-party organisations that will assist with the recruitment process should also be identified and any related agreements noted.

**2.8 Expertise.**  Use this space to explain how you have the necessary skills, expertise and capacity to undertake this research. What qualifications do you or your colleagues have? Include details of other organisations that may be involved and the expertise that they also have with the given subject matter (max 100 words).

**2.9** **Expected Outcomes and Impact**. In no more than 100 words, tell us here what you expect the outcomes of the project to be (eg 30 ex-Service personnel will have undergone a therapeutic intervention, or a change in commission or policy approaches). What impact will the project have? For example, “The pilot study will enable us to better understand the impact of a therapeutic intervention on veterans with depression, and we expect to use this to influence local and national provision of the intervention for appropriate veterans.”

**2.10 Timescale and Budget.** Tell us how long you expect the project to last (eg 18 months) and list the main estimated budget considerations (eg staff salaries and associated costs, hire of premises, event costs, overheads). At this stage we require only a brief idea of the main budget items (max 50 words).

**Section Three: Funding and Governance**

**3.1 Total Funding Requested.** Use this space to tell us the estimated total amount of funds that are being sought from FiMT.

**3.2 Ethical Considerations.** Please indicate if you are planning to consider the ethics of your project, and/or if you plan to seek ethical approval. Explain your decision in no more than 50 words, noting any specific Code of Conducts and Ethical Behaviour Guidelines you plan to use.

**Section Four: Bibliography**

**4.1 Bibliography.** Please ensure that all references cited in the application are listed numerically in the Bibliography section.

## **Advice, support and applying.**

If you have questions about how to apply, or how to plan your project or research, in the first instance please contact FiMT’s Research and Support Manager, email [rsm@fim-trust.org](mailto:rsm@fim-trust.org). Otherwise, please send you application directly to [applications@fim-trust.org](mailto:applications@fim-trust.org), on receipt of which, you will receive an email with your unique reference number and an approximate timeline for a decision (typically up to 3 months).

For general advice you may find the following two articles helpful to review:

<http://www.theguardian.com/voluntary-sector-network/2012/jan/10/funding-application-guide>

<http://www.thirdsector.co.uk/top-10-funding-application-errors/fundraising/article/1143212>

and for more resources, training and support:

<https://www.dsc.org.uk/category/fundraising/writing-applications/>