**INITIAL APPLICATION (MHRP)**

Welcome to the Forces in Mind Trust Mental Health Research Programme grant application process.

Please complete this application and submit it through our online webform [here](https://www.fim-trust.org/apply/submit-application/). When completing the webform, please fill in your details paying particular attention to the following sections:

* *Project title* – keep this to 10 words max.
* *Which programme do you wish to apply for* – select the Mental Health Research Programme.
* *Upload cover letter* – this should also include a short 2-page CV (listing associated publications)
* *Upload project outline or two-page application –* for the MHRP, upload *only* this Initial Application form (in MS Word). Please be sure to list all references at the end of this form (ie Section 4: Bibliography).

If a submission date relates to this initial application, please keep to it to fit with our assessment Committees.

If you are responding to a Highlight Notice, please note the reference number in Section 2.2.

**Please complete the following summary details:**

|  |  |
| --- | --- |
| **Organisation Applying** |  |
| **Main Contact** |  |
| **Main Contact Details** | Email:  Phone: |
| **Project Title**  (10 words max) |  |
| **Project Duration** |  |
| **Funding Requested** | Project Total cost: £\_\_\_\_\_\_\_\_\_\_\_\_\_  Total requested from FiMT: £\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Other funding sources applied to eg Covenant Fund** |  |
| **OFFICE USE** | |
| **Unique Reference No.** |  |
| **Highlight Notice No. (if applic)** |  |
| **Date Received + Version No.** | Date: Version No. |
| **Eligibility criteria (delete\*)** | I confirm this application **passes/fails\*** on the grounds of FiMT eligibility criteria |
| **HPM: MHRP fit (delete\*)** | I confirm this application **does/does not\*** fit with MHRP priorities |
| **HP: PIE priority fit (delete\*)** | I confirm this application **does/does not\*** fit with PIE priorities:  **Change Mechanisms: CM1** Knowledge and Evidence, **CM2** Influence and Convening, **CM3** Collaboration and Leadership, and **CM4** Capacity Building  **Outcomes**: Housing, Employment, Health & Wellbeing, Finance, CJS, Relationships |
| **HPM (please date):** | |
| **HP Notes (please date):** | |
| **DP Notes (please date):** | |

**Section One: Organisation and Contact Details**

**1.1** **Organisation name**

What is the legal name of your organisation (as shown in your governing document)?

|  |
| --- |
| [Text] |

**1.2**  **Organisation address**

What is your organisation’s registered address including postcode?

|  |  |  |  |
| --- | --- | --- | --- |
| [Text] | | | |
| Telephone number  (or text phone) | | [Text] | Email address (if applicable) | [Text] |

**1.3 Organisation type**

What sector(s) does your organisation fit into?

Public Sector

Private Sector

Voluntary and Community Sector (including charities)

Other (give details below)

|  |
| --- |
| [Text] |

If your organisation is a registered charity or company, please give the reference or registration number:

|  |  |
| --- | --- |
| Charity Commission for England & Wales – Registered Number | [Text] |
| Office of the Scottish Charity Regulator – Registered Number | [Text] |
| Company number | [Text] |
|  |  |
| Or are you unincorporated and not registered as a charity? (Y/N) | [Text] |

**1.4 Main contact details for the project**

Fill in the following details about the person in your organisation who will be the main contact.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title | [Text] | Forename | [Text] | Surname | [Text] |
| Position or Job Title | |  | | | |

Address for correspondence including postcode (state ‘as above’ if this is the same as the registered address)

|  |  |  |  |
| --- | --- | --- | --- |
| [Text] | | | |
| Telephone number | [Text] | Email address | [Text] |

**Section Two: About your project**

(Please note that the use of bullet points is acceptable).

**2.1 Project name**

|  |
| --- |
| [Text] |

**2.2 Highlight notice**

If your application responds to a highlight notice, please indicate the title and reference number here.

|  |
| --- |
| [Text] |

**2.3 Project aims (max 150 words)**

What are the aims and/or key questions your project addresses?

|  |
| --- |
| [Text] |

**2.4 Evidence of project need (max 250 words)**

What evidence do you have that your project is needed? For example, are there existing service provider or evidence-base gaps? Have you consulted with stakeholders or beneficiaries? Please cite references to evidence.

|  |
| --- |
| [Text] |

**2.5 Project Plan (max 100 words)**

Briefly describe how you will conduct your project, for research projects describe the methods proposed.

|  |
| --- |
| [Text] |

**2.6 Sample Size (max 100 words)**

Please detail the proposed sample sizes for you project and justify your reasoning/ explain why not applicable.

|  |
| --- |
| [Text] |

**2.7 Recruitment Strategy (max 100 words)**

Explain how you intend to recruit participants to the project; note any access agreements sought or confirmed.

|  |
| --- |
| [Text] |

**2.8 Expertise (max 100 words)**

Explain how you have the necessary skills, expertise and capacity to undertake this research. Include details of other organisations that may be involved and how, and whether you have received any provisional agreement.

|  |
| --- |
| [Text] |

**2.9 Expected Outcomes and Impact (max 100 words)**

Briefly list the expected outcomes of the project and what the anticipated impact will be.

|  |
| --- |
| [Text] |

**2.10 Timescale and Budget (max 50 words)**

Please briefly describe the expected duration of the project, and estimated budget considerations.

|  |
| --- |
|  |

**Section Three: Funding and Governance**

|  |
| --- |
| [Text] |

**3.1 Total Funding Requested**

What is the estimated funding amount sought from FiMT?

**3.2 Ethical Considerations (max 50 words)**

Will you be considering the ethics of your project (eg the ICE Code of Conduct and Ethical behaviour)? Are you planning to seek ethical approval? Please explain your decision in the space below.

**Section Four:** **Bibliography**

Please use this box to list all references cited in the application, in numerical order.

|  |
| --- |
| [Text] |