Flexible Research Fund:

**Application Form**

# **General Guidance**

Please carefully read this Guidance Document, the Grant Specification document, and the FAQs before completing this form; they will provide valuable information for your application. These documents will answer many of your questions that enable you to complete the Grant Application Form.

* This material has been funded by UK aid from the UK government; however, the views
expressed do not necessarily reflect the UK government’s official policies.

This application form is to be used to apply for funding from the Flexible Research Fund (FRF). Applicants must adhere to the following:

* All information relating to your application should be included in this Grant Application Form. Only information included in this form will be assessed. It is not permissible to submit additional documentation as part of your application and all graphs, charts, diagrams, and figures must be contained within the text box areas on this form. The text in charts and diagrams is not included in the word count.
* Applications are invited from individuals and organisations engaged in independent research. This includes universities, think tanks, consultancies, and independent researchers.
* Consortium applications are eligible, but a lead applicant, who will be the Grant Recipient, should be clearly identified. This person will be responsible for producing the deliverables agreed upon in the contractual agreement.

Further, each application will be assessed against the following key criteria:

1. Research design and methodology. Are the objectives clear? Is the methodology appropriate to meet these objectives?
2. Alignment with the call. Does the proposal address the key questions and/or requirements set out in the call?
3. **Impact.** Does the research have a clear pathway to impact decision-making? Have the right stakeholders been identified? Does the proposal give confidence the research team will work with key stakeholders and decision-makers?
4. Application and partnerships. Do the applicants have the necessary skills and capabilities to carry out the research? Are the governance arrangements appropriate?
5. Project Finances. How much will the project cost to deliver and how will this be spent to ensure value for money? Are the requested resources appropriate for carrying out the proposed research?

The deadline for applications is 11:59 hours GMT on 14th September 2023 and applications submitted after this date will not be assessed. Your completed Grant Application Form should be uploaded to the University of Loughborough Electronic Delta Procurement System. For further assistance, please also direct your query to the email address provided.

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|  **Question**  |  **Response** |
| Point of Contact  |  |
| Project title  |  |
| Call topic |  |
| Country of Focus |  |
| Company/ organisation name  |  |
| Application code *(Add a uniquely identifiable ID here of max 5 characters)* |  |
| 1. **AWARENESS OF CCG-FRF COMPETITION**
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| How did you learn about this CCG-FRF competition? (Tick all that apply)  | [ ]  Informed by FRF programme[ ]  Informed by FCDO[ ]  Informed by Loughborough University [ ]  Twitter[ ]  Media/ Newsletters (please specify) Click here to enter text.[ ]  Other social media channels (please specify) Click here to enter text.[ ]  Other (please specify) Click here to enter text. |
| 1. **LEAD COMPANY/ ORGANISATION INFORMATION**
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| Full organisation name. *(If this application is successful, this is the name that will be used in publicity, unless an alternative name is clearly specified here)* | Click here to enter text. |
| Registered office address | Click here to enter text. |
| Organisation VAT registration number | Click here to enter text. |
| Is your organisation a university, consultancy, think tank or *other? (please specify)* | Other: Click here to enter text. |
| Is your organisation a voluntary, community or social enterprise organisation? *Other (please specify)* | Choose an item.Other: Click here to enter text. |
| Are you collaborating with another organisation on this project? If you answer Yes, please provide details in section D. | Choose an item. |
| 1. **LEAD CONTACT**

A lead applicant, who will be the Grant Recipient, should be clearly identified. This person will be responsible for producing the deliverables agreed upon in the contractual agreement.  |
| Name | Click here to enter text. |
| Position | Click here to enter text. |
| Address | Click here to enter text. |
| Telephone number | Click here to enter text. |
| Mobile number | Click here to enter text. |
| E-mail address | Click here to enter text. |
| Finance contact (for providing financial documents) | Click here to enter text. |
| Finance contact’s Telephone and email address | Click here to enter text. |
| Name of the role at the organisation who can receive legal notices (e.g. Managing Director) |  |
| **D. PARTNER(s) CONTACT (If applicable)** |
| Name 1 | Click here to enter text. |
| Position 1 | Click here to enter text. |
| Address 1 | Click here to enter text. |
| Telephone number 1 | Click here to enter text. |
| Mobile number 1 | Click here to enter text. |
| E-mail address 1 | Click here to enter text. |
| *Please insert details for your second partner if applicable* |
| Name 2 | Click here to enter text. |
| Position 2 | Click here to enter text. |
| Address 2 | Click here to enter text. |
| Telephone number 2 | Click here to enter text. |
| Mobile number 2 | Click here to enter text. |
| E-mail address 2 | Click here to enter text. |
| **E. FUTURE OPPORTUNITIES** |
| Can Loughborough University contact you about other research competitions? | Choose an item. |
| If your application is successful, Loughborough University would also like to share your project details with partners who may be interested in working with you to progress the results of the project.  | Please tick if you are content for Loughborough University to share your project details with others listed below. The project is funded by the Foreign and Commonwealth Development Office (FCDO) and hence they will be able to access the contact details of all applicants.**Details will only be shared if you give permission by ticking the box below:**[ ]  Yes [ ]  No |
| **F. PREVIOUS APPLICATIONS** |
| Have you previously applied to other Loughborough, energy grant schemes? | [ ]  Yes [ ]  NoIf you answered yes, please tell us which competition round(s) you applied to: Click here to enter text. |
| Have you previously received funding from other Loughborough University, Department for International Development (DfID) or FCDO programmes or other energy grant schemes?  | [ ]  Yes [ ]  NoIf you answered yes, please tell us under which competition round(s) you were funded? Click here to enter text. |
| **G. PROJECT PROPOSAL** |
| Call Topic |  |
| Project Title |  |
| Project Outline *(single sentence outline)* |  |

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| **Question 1-** Activity Please clearly explain:* Project context and background
* Research aims and objectives
* Why is it important

**Maximum words: 700** |
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| **Question 2- Project Delivery**What is your plan to deliver the project? What are the relevant skills and expertise of the team? Your answer should include:* Methodology to meet your objectives
* Skills and experience of who will deliver the project.
* Clear deliverables for reporting stage one, reporting stage two and project completion.
* Timescales, with milestones (including deliverables).
* Gantt Chart or excel

**Maximum words:700**  |
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| **Question 3: Impact and Outcome**Please clearly state the main outputs, outcomes and impacts you expect from this project. Please explain how these expected outputs, outcomes and impacts are linked those in the CCG LogFrame (See [here](https://devtracker.fcdo.gov.uk/projects/GB-GOV-1-300125/summary) for CCG LogFrame). And outline the future potential for further development.**Maximum words: 400** |
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| **Question 4: Project Finances/Value for money**Please clearly state here the amount youseek from the Flexible Research Fund *broken down as much as possible (Informed estimates are ok at this point)* and how will this be spent to ensure value for money? |
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| **Costings** Use this table to detail your costings for the project. List each person involved, along with their daily rate and number of days worked. Also include other costs, such as equipment, material and contracting.   |
| **Name of employee**  | **\*Daily rate (£)**  | **Organisation** (esp. if collaborating)  | **Number of days per employee**  | **Total budget (£) (highlight field(s) and press F9 to calculate/ update grey cells)**  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Consultancy / Sub-contracting costs (£)  |  |
| Material costs (£)  |  |
| Travel costs (£)  |  |
| Subsistence Costs (£) |  |
| Communication and events costs |  |
| Research costs (£) |  |
| Other costs (£) (please specify)  |  |
| **Total Cost (£)** |  |
| **Total funding sought from FRF (£)** |  |
| If the total project cost is greater that the funding being sought please explain how you plan to fund the difference.  |

**\* To include Full Economic Cost (FEC)/overhead charges/VAT**

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| Please explain the costs in the table above and describe how you plan to spend the Grant funding. Your answer should:* Demonstrate value for money e.g. competitive day rates (vs benchmark), equipment, services used etc.
* Justify the costs, showing how they relate to the project plan, and how they reflect fair market value.
* Include sufficient relevant detail in the cost breakdown for the assessor to understand what the money will be spent on.
* Clearly explain the staff costs, using reasonable, fair market value rates.
* Explain any other costs, such as materials.
* List and justify any sub-contracting costs.

If you expect to pay VAT during the delivery of the research, (e.g. for consultancy/ sub-contracting charges, material costs and other expenses), and you are unable to recover VAT from your local tax authority (e.g., HMRC in the UK), you must ensure that the cost of this VAT payment is included in question 5 of your Grant Application Form and the justification for claiming VAT is noted in the box below.**Maximum words: 500** |
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| **H. Final Check List before application submission** |
| Have you answered all questions in sections A-G? | [ ]  Yes [ ]  No |
| Have you have read the following CCG-FRF documents before completing the application:* Guidance Document
* Specification Document
* FAQs
 | [ ]  Yes [ ]  No |
| ***Having examined the Guidance Document, Grant Specification, FAQs and Grant Disbursement Agreement with Funding Agreement template, I hereby submit our application on the full understanding that any resulting Grant Offer shall be subject to the provisions of the Funding Agreement and I accept these terms and conditions.*** |
| Name: | Click here to enter text. |
| Organisation: | Click here to enter text. |
| Position: | Click here to enter text. |
| Signature:  |  |
| Date: | Click here to enter text. |