

DRILL Application Form

2nd Call

# Introduction

This DRILL Application Form is for the 2nd Call opening on the 16 May 2017 and closing on the 8 August 2017. This application is to be completed if you are applying for a small research grant, a large research grant or a pilot project grant.

Please make sure your read the DRILL guidance on applying for a grant from DRILL, including all the Annexes, before and while you are completing the Application Form.

The Guidance tells you more about what each of the questions is asking you to tell us. You can find this on the DRILL website <http://www.drilluk.org.uk> or you can ask your DRILL Programme Officer for copies. If accessible we would encourage you to apply on line at <http://www.drill.flexigrant.com>

Contact the DRILL Programme Officer for your nation if:

1. You need this application form in a different format, or you need to give the answers in a different format
2. You need the guidance in a different format
3. You do not understand something in the application form and / or the guidance

You can find contact information about the DRILL Programme Officers and how to contact them on the website.

1. About the project and the people involved

Please refer to Section 4, Pages 22 – 24 of the DRILL guidance on applying for a grant.

### What is the title of the project?

20 words maximum

|  |
| --- |
|  |

## Main contact

Please tell us who will be the main contact for the project. This should be the organisation and person who will be responsible for the financial and reporting requirements of the project. They do not have to be the lead on any other activities.

|  |  |
| --- | --- |
| Contact name |  |
| Address |  |
| Postcode |  |
| Full legal name of the main contact organisation |  |
| Contact email |  |
| Contact phone number |  |
| Best way to contact |  |

### Organisation type

⬜Disabled people’s organisation

⬜Voluntary organisation

⬜Education sector

⬜Public sector

⬜ Private sector

⬜Other

### Conflicts of interest

Please note any conflicts of interest. For example, a connection to the DRILL assessment process which may be a staff member who is also a member of the National Advisory Group.

50 words maximum

|  |
| --- |
|  |

### Grant management experience

What experience does the main contact person and their organisation have of managing grant awards like the one you are applying for?

100 words maximum

|  |
| --- |
|  |

### Partnership experience

What experience does the main contact person and their organisation have of managing research and pilot partnerships, including governance?

100 words maximum

|  |
| --- |
|  |

### Project type you are applying for (please only tick one)

⬜Small research project (up to £40,000)

⬜Large research project (up to £100,000)

⬜Pilot project (up to £150,000)

### Project theme (please only tick one)

⬜Participating in the economy

⬜Participating in community and social life

⬜Participating in civic and public life

⬜Participating in anything else

## Project area

Where will you carry out the research or pilot project? Please tick all relevant nations.

⬜England

⬜Northern Ireland

⬜Scotland

⬜Wales

Please tell us what local authority area(s) you will be working?

100 words maximum

|  |
| --- |
|  |

## Project length

Please note the duration of the project in months

|  |
| --- |
|  |

## Start date

|  |
| --- |
|  |

## End date

|  |
| --- |
|  |

**Please note that all projects must be completed by 31 January 2020.**

## Project partners

Please tell us about the other partners involved in the project.

Partner 1 is your main contact.

### Partner 2

|  |  |
| --- | --- |
| Name of contact |  |
| Full legal name of organisation |  |
| Organisation type | ⬜Disabled people’s organisation  ⬜Voluntary organisation  ⬜Education sector  ⬜Public sector  ⬜Private sector  ⬜Other |
| Organisation address (including town/city and postcode) |  |
| Contact email |  |
| Contact telephone |  |
| Role/responsibility within the project  100 words maximum |  |

|  |  |
| --- | --- |
| Relevant experience (For example -research, coproduction, disability)  100 words maximum |  |
| Briefly note any conflict of interest this partner has (For example, a member of a DRILL National Advisory Group)  50 words maximum |  |

### Partner 3

|  |  |
| --- | --- |
| Name of contact |  |
| Full legal name of organisation |  |
| Organisation type | ⬜Disabled people’s organisation  ⬜Voluntary organisation  ⬜Education sector  ⬜Public sector  ⬜Private sector  ⬜Other |
| Organisation address (including town/city and postcode) |  |
| Contact email |  |
| Contact telephone |  |
| Role/responsibility within the project  100 words maximum |  |
| Relevant experience (For example - research, coproduction, disability)  100 words maximum |  |
| Briefly note any conflict of interest this partner has (For example, a member of a DRILL National Advisory Group)  50 words maximum |  |

### Partner 4

|  |  |
| --- | --- |
| Name of contact |  |
| Full legal name of organisation |  |
| Organisation type | ⬜Disabled people’s organisation  ⬜Voluntary organisation  ⬜Education sector  ⬜Public sector  ⬜Private sector  ⬜Other |

|  |  |
| --- | --- |
| Organisation address (including town/city and postcode) |  |
| Contact email |  |
| Contact telephone |  |
| Role/responsibility within the project  100 words maximum |  |
| Relevant experience (For example - research, coproduction, disability)  100 words maximum |  |
| Briefly note any conflict of interest this partner has (For example, a member of a DRILL National Advisory Group)  50 words maximum |  |

### Partner 5

|  |  |
| --- | --- |
| Name of contact |  |
| Full legal name of organisation |  |
| Organisation type | ⬜Disabled people’s organisation  ⬜Voluntary organisation  ⬜Education sector  ⬜Public sector  ⬜Private sector  ⬜Other |
| Organisation address (including town/city and postcode) |  |
| Contact email |  |
| Contact telephone |  |
| Role/responsibility within the project  100 words maximum |  |
| Relevant experience (For example -research, coproduction, disability)  100 words maximum |  |
| Briefly note any conflict of interest this partner has (For example, a member of a DRILL National Advisory Group)  50 words maximum |  |

**If you have more than 5 partners, in total, please add further details in the additional pages allowed.**

1. Project information

Please refer to Section 4, Pages 25 – 26 of the DRILL guidance on applying for a grant.

## Project overview

Outline the question(s) the project will answer or the idea it will test.

Give an overview of who the project is about and who will benefit (eg specific impairment or social group). Include details of both direct and indirect benefits.

300 words maximum

|  |
| --- |
|  |

## Policy focus

What local or national issue / policy will the project relate to?

100 words maximum

## Project promotion and dissemination

Who will need to know about the results of the project? How will you make them aware of the results? How will you make this accessible to everyone?

200 words maximum

|  |
| --- |
|  |

## Research ethics

Provide a brief outline of any ethical issues relating to the project you will need to address to make sure no one comes to any harm. If successful, please name the organisation that hosts the Ethics Committee the project will use.

200 words maximum

|  |
| --- |
|  |

## The United Nations Convention on the Rights of Persons with Disabilities (UNCRPD)

Please list the articles of the UNCRPD that the project will help fulfil. This may be useful information to have to inform future independent reports to the UNCRPD.

50 words maximum

|  |
| --- |
|  |

1. Assessment criteria

The questions in this section relate to the criteria that will be used to assess this application. Please answer them carefully. You do not need to use the full word count.

Please refer to Section 4, Pages 27 – 31 of the DRILL guidance on applying for a grant.

## Project justification

How is the project something new about promoting independent living and how it will further knowledge and/or test ideas. Why is this project a priority?

500 words maximum

|  |
| --- |
|  |

## Solutions that will make an impact

How will the project provide good solutions which will make an impact? Please include the specific policies and practices the project intends to influence and how you will measure the impact of this.

500 words maximum

|  |
| --- |
|  |

## Coproduction

Please describe in detail how disabled people have been involved in designing the project, and how the project will be led by disabled people. Please also describe how the project will be coproduced in equal partnership.

500 words maximum

|  |
| --- |
|  |

## Project / research methods

Please explain the methods you will use during the project (for example, particular qualitative or quantitative research methods, sampling methods, evaluation techniques or approaches to testing) and how these will enable you to answer the project questions.

500 words maximum

|  |
| --- |
|  |

## Intersectionality

Describe how the project will be inclusive of intersectionality in its formation, development and promotion. Please also refer to Annex 6 Equality and Diversity of the DRILL guidance on applying for a grant.

300 words maximum

|  |
| --- |
|  |

## Learning and capacity

How is the project likely to increase the learning and capacity of everyone involved?

200 words maximum

|  |
| --- |
|  |

How will those involved in the project use what they have learnt during and after the project is completed? Please detail the anticipated learning of participants, researchers and partners.

400 words maximum

|  |
| --- |
|  |

## DRILL outcomes

Please provide further details about the project outputs, project outcomes and how they will contribute to one or more of the DRILL outcomes. The four DRILL outcomes are:

1. Increase our knowledge about key issues and new evidence of what works and enables us to achieve independent living and fulfil our potential.
2. Disabled people are empowered and have direct influence on decisions about the policies, legislation and services which affect them.
3. Disabled people experience improved wellbeing, independent living, choice and control through participating in or engaging with DRILL.
4. Exert influence on policy making and service provision to support disabled people to achieve independent living, through the coproduction of a robust set of research findings.

### The project activities and outputs

200 words maximum

|  |
| --- |
|  |

### The project outcomes

200 words maximum

|  |
| --- |
|  |

### The project’s contribution to which DRILL outcome and how?

200 words maximum

|  |
| --- |
|  |

1. Project budget

Please refer to Section 4, Pages 32 – 34 of the DRILL guidance on applying for a grant.

How much will the project cost?

|  |  |  |
| --- | --- | --- |
|  | **Amount needed in £’s** | **Over how many months?** |
| Revenue |  |  |
| Salaries, NI and Pensions |  |  |
| Consultancy |  |  |
| Recruitment |  |  |
| Training |  |  |
| Travel expenses |  |  |
| Marketing/Communication (including accessible formats) |  |  |
| Professional and legal fees |  |  |
| Partners’ fees |  |  |
| REVENUE TOTAL |  |  |
| Overheads |  |  |
| Administration and management |  |  |
| OVERHEADS TOTAL |  |  |
| Capital |  |  |
| Equipment |  |  |
| CAPITAL TOTAL |  |  |
| OVERALL TOTAL |  |  |

## Please provide an explanation of the budget

### Budget Explanation – Revenue

|  |
| --- |
|  |

### Budget Explanation – Overheads

|  |
| --- |
|  |

### Budget Explanation – Capital

|  |
| --- |
|  |

### Staff funded by DRILL

Any post for which funding for salary costs is being requested, should be included below. This includes any role that is solely funded by DRILL or part DRILL funding of an existing post holder. This does not include consultancy fees. For each post include:

### Number of roles

|  |
| --- |
|  |

### Job title(s)

|  |
| --- |
|  |

### Employer(s)

|  |
| --- |
|  |

Please note that if the application is successful you will be asked to provide more detailed information about the staff funded by DRILL, for instance the job advert, job descriptions, P11s and P32s and timesheets.

If this does not apply, please enter N/A.

1. Project monitoring

Please refer to Section 4, Page 34 and Annex 6 Equality and Diversity of the DRILL guidance on applying for a grant.

Please tick the groups that your project will mostly benefit. If your answer is yes, please answer the related follow on question. If your answer is no, please move onto the next question. These questions are for monitoring purposes only. There are no ‘correct’ answers and this information will not be used to assess your application.

Is the project particularly relevant to people of a specific age group?

⬜Yes

⬜No

If yes, which age group? You can select up to two.

⬜0 – 24

⬜25 – 64

⬜65 years plus

Is the project particularly relevant to carers?

⬜Yes

⬜No

Will the project mostly focus on or benefit people from a particular ethnic group?

⬜Yes

⬜NoIf yes, which ethnic background?

**White**

⬜English/Welsh/Scottish/Northern Irish/UK

⬜Irish

⬜Traveller

⬜Any other white background

**Mixed ethnic background**

⬜Mixed ethnic background

**Asian/Asian UK**

⬜Indian

⬜Pakistani

⬜Bangladeshi

⬜Chinese

**Black / African / Caribbean / Black British**

⬜Carribbean

⬜Any other Black / African / Caribbean background

**Other ethnic group**

⬜Arab

⬜Any other ethnic group

Will the project be particularly relevant to people with specific impairments?

⬜Sensory – visual

⬜Sensory – hearing

⬜Deaf

⬜Autism

⬜Learning

⬜Physical

⬜Mental health

⬜Long term health condition

⬜Other

Is the project particularly relevant to individuals who would identify themselves as disabled people?

⬜Yes

⬜No

Is the project particularly relevant to people of a specific gender?

⬜Yes

⬜No

If yes, which gender?

⬜Male

⬜Female

⬜Transgender

Is your project particularly relevant to people of a specific religion or belief?

⬜Yes

⬜No

If yes, which religion or belief?

⬜No religion

⬜Christian

⬜Buddhist

⬜Hindu

⬜Jewish

⬜Muslim

⬜Sikh

⬜Any other religion

Will the project be particularly relevant to people of a specific sexual orientation?

⬜Yes

⬜No

If yes, which sexual orientation?

⬜Heterosexual

⬜Gay

⬜Lesbian

⬜Bisexual

⬜Other

Will the project include people in Wales?

⬜Yes

⬜No

If yes, how many people who will be part of your project speak Welsh?

⬜All

⬜More than half

⬜Less than half

⬜None

Will the project include people in Northern Ireland?

⬜Yes

⬜No

If yes, which community do the people who will part of your project belong to?

⬜Both Catholic and Protestant

⬜Mainly Catholic (more than 60%)

⬜Mainly Protestant (more than 60%)

⬜Neither Catholic or Protestant

1. Application submission

Please refer to Section 4, Page 34 of the DRILL guidance on applying for a grant.

## Required documentation

You are required to provide copies of the following documents as part of your application. The format does not matter so long as they are all legible. Please tick that you have included with your application:

⬜ Constitution of the main contact organisation and documentation to confirm this

⬜ Their latest audited accounts

⬜ Their VAT status

## Additional documentation

If you think it will help your application please send us:

* Up to 4 additional pages of information (including information, if required, to complete the application)
* Diagrams
* Videos or DVDs
* CVs’ of the people involved

1. Conditions of grant

Please refer to Section 4, Page 35 of the DRILL guidance on applying for a grant.

Please tick to show all the partners agree to the following things, if your application is successful.

a) Sign an agreement to confirm you will do everything you said in your application

⬜

b) Share your learning and information about the project

⬜

c) Share your work through the DRILL reporting processes

⬜

d) Share the intellectual property produced by the project by licencing under a Creative Commons Attribution Share-Alike 4.0 Licence

⬜

e) Apply to deposit the research data into the UK Data Service. Deposits should be made within 3 months of the end of project

⬜

f) Participate fully in the evaluation process used by DRILL

⬜

g) Provide reports on progress and on money that has been spent

⬜

h) Confirm that Access NI or Criminal Records Bureau Disclosure Certificates to the required standard, will be in place for this project

⬜

i) The organisation in direct receipt of DRILL funding undergoing a financial check

⬜

j) To comply with the DRILL Terms and Conditions and if they are a charity, comply with the Charity Commission guidance on campaigning and political activity

⬜

1. Signature

Please refer to Section 4, Page 35 of the DRILL guidance on applying for a grant.

A senior member of the main contact organisation needs to sign this application form, on behalf of all partners. This is to confirm that everything in this application form is true and accurate, as far as it is possible to know. Please type your name, organisation and date to assert it.

|  |  |
| --- | --- |
| **Name** |  |
| **Organisation** |  |
| **Date Signed** |  |

## Submitting the application

If you are unable to submit the application electronically, please contact Jacquie Richie, DRILL’s Grants Officer to arrange an alternative submission method. Jacquie’s contact details are: [jacquelineritchie@disabilityaction.org](mailto:jacquelineritchie@disabilityaction.org) or phone 02890297880.