



DRILL guidance on applying for a grant

2nd Call

16 May 2017

Contents	Page Number
Introduction	3
Section 1 About DRILL	5
DRILL – What does it mean?	5
Overview of the programme	9
What we have done so far	9
What we have funded so far	11
Section 2 About what DRILL will fund	12
What your project could be about	12
DRILL themes	12
DRILL 2 nd Call priorities	12
Outcomes for disabled people	14
It is important to note	15
Section 3 Types of application and the application process	16
Research projects and pilot projects	16
How much money we can award	16
Who can apply	17
Application process	17
How applications will be assessed	18
Support we can provide	19
What happens if you are successful	21
Section 4 Filling in the application form	22
About the project and people involved	22
Project information	25
Assessment criteria	27
Project budget	32
Project monitoring	34
Application submission	34
Annexes	
Annex 1: Useful words and phrases	37
Annex 2: UK wide research project	40
Annex 3: Themes and outcomes	41
Annex 4: DRILL definition of coproduction	45
Annex 5: Frequently asked questions	47
Annex 6: Equality and diversity guidance	54

Introduction

Disability Research on Independent Living and Learning (DRILL) is fully funded by the Big Lottery Fund (BLF). It is delivered in partnership by Disability Action, Disability Rights UK, Disability Wales and Inclusion Scotland. Launched in 2015, the Programme is funded until 2020.

DRILL is led by disabled people and funds coproduced research and pilot projects to find solutions about how disabled people can live as full citizens and take part socially, economically and politically. It makes sense for all when everyone can participate in the world we live in.

DRILL is working towards providing evidence that will support independent living for years to come.

This Guidance and Annexes tells you about:

- The DRILL Programme, including important facts on what applications have been received and funded so far
- The sort of research and pilot projects that DRILL will consider funding in the 2nd Call: note that there are specific priorities
- The application process and how to complete the DRILL application form

Each of the nations has a DRILL Programme Officer. The DRILL Programme Officer for your nation will be your main point of contact for anything to do with DRILL. Get in touch with them if there is anything in this guidance that you do not understand, or any questions you have that this guidance does not answer. Their contact details are on Page 20.

This guidance and the application form are available in different formats. If you would like to receive them in a different format, please get in touch with your Programme Officer. In this guidance we have tried to explain what we mean when we use words or phrases that may be unfamiliar, or which can sometimes mean different things.

Annex 1 is called “Useful information on words and phrases”. You can find it on Page 37.

At the time of preparing and submitting the DRILL application to BLF in 2014, the partnership realised there would be a strong call on DRILL's resources. This is due to the impact of public expenditure cuts on Disabled People's Organisations (DPOs), the competition for grant funding and the new nature of the Programme.

Almost £1.5million has been committed to 21 research and pilot projects across England, Northern Ireland, Scotland and Wales. Information on these projects can found at <http://www.drilluk.org.uk>

Due to this high demand for funding and the amount of money we have already awarded to projects, we have needed to think again about how many calls we make.

The 2nd Call opens on 16 May 2017 and closes on 8 August 2017.

This is the **final open call** for DRILL applications. After this projects will be commissioned to fill specific gaps or focus on specific priorities identified by disabled people to make useful connections across the Programme.

Please read this guidance very carefully. Then if you have a good idea for a research project or a pilot project that meets our criteria, we encourage you to apply.

Thank you for your interest in the DRILL Programme.

Good luck with your application!



Dr Sally Witcher OBE
Chief Executive Officer
Inclusion Scotland



Kevin Doherty
Chief Executive Officer
Disability Action



Dr Liz Sayce OBE
Chief Executive Officer
Disability Rights UK



Rhian Davies
Chief Executive Officer
Disability Wales

Section 1 About DRILL

DRILL – what does it mean?

Disability Research on Independent Living and Learning (DRILL) is the world's first major research programme led by disabled people.

'D' is for Disability

This means the things that can stop people who have any experience of physical or mental impairment or long-term health condition from participating in activities in the way people who do not have an impairment can. People are 'disabled' by what stops them participating, not their impairment. These are called barriers.

These barriers can include:

Bad attitudes and behaviour towards people who have an impairment or long-term health condition. This might involve not taking any notice of what they say, assuming they cannot do things when in fact they can, intimidating or harassing them, or treating them as if they are children and cannot make decisions for themselves. We call these '**attitudinal barriers**'.

The way buildings are designed so that people with some types of impairment or long-term health condition cannot get into them or use them like everyone else. The same can apply to outside spaces and transport that are not designed so that everyone can use them equally. We call these '**environmental barriers**'.

The way things like employment, services or events are organised. For example, event organisers may not be flexible about how, when or where something is done. They may not allow enough time for meeting papers to be translated into Braille or easy read, or for people who cannot use inaccessible public transport to travel to a venue, or may insist someone has to work at a certain time even if it is the sort of job where it really does not matter. We call these '**organisational barriers**'.

The way things are communicated which exclude people with some forms of impairment or long-term health conditions. This is not just about things like using very small print or lots of jargon, or inaccessible web-sites, or not providing British Sign-Language or Irish Sign Language interpreters and so on. It is also about the negative images of disabled

people that are often used in the media. We call these **‘communication barriers’**.

The extra costs of disability – for things like having to use taxis, extra heating, special diets – combined with barriers to getting a job and earning an income. We call these **‘financial barriers’**.

Together these are called ‘social barriers’. This way of thinking about disabled people is called the ‘social model of disability’. If disabled people are to experience independent living and participate equally in society, all social barriers need to be removed.

Finding new ways to remove the barriers to independent living and enabling disabled people to participate fully is what DRILL is all about. To do this we need to get better evidence about what would help make this happen. In particular, we need to get more evidence based on the life experiences of disabled people themselves.

‘R’ is for Research

All policy and practice should be based on evidence. If politicians, service providers – or indeed any decision makers – do not have good evidence about what works, they will make bad decisions. They will not achieve their own goals. They will waste time and money. It can also mean that people who have a lot to contribute to their communities, the economy and public life are prevented from doing so. This is not just bad for them personally, but for society as a whole. This is why research is so important.

The way in which research is done – the methods that are used to find out evidence – matters a great deal. Research needs to be robust. What we mean by robust is that the right research methods are used to reach sound evidence and findings that can be trusted. This will enable DRILL research to be recognised and acted upon by decision makers.

Research has traditionally been carried out by non-disabled researchers and has usually treated disabled people as subjects of research, rather than as equal partners in research. We think that the results of research about disability will be better if decisions about what is researched and the way the research is done, are informed by the lived experience of disabled people. They may or may not know about how to do research, but they do know about the barriers that affect them, what questions to ask people, and what solutions would work.

The challenge for DRILL is to change the way research is done so that researchers and disabled people work together as partners and coproduce robust research. We want to re-define what coproduced research actually means and encourage academics and researchers to work in this way as standard practice.

Please find our definition of coproduction in Annex 4, Page 45.

DRILL is not just interested in research projects. We are also interested in 'pilot' projects which test something out in real life. This might be done for a number of possible reasons. A pilot project might be used to test out how the solutions identified by previous research could work in practice. You may have a very good idea to test out through a pilot project. There is more information about DRILL research and pilot projects later in Section 3, Page 16.

'IL' is for Independent Living

We define independent living as:

“All disabled people having the same choice, control, dignity and freedom as any other citizen to achieve their goals at home, in education, at work, and as members of the community. This does not necessarily mean disabled people doing things for themselves but it does mean having the right to practical assistance based on their choices and aspirations.”

This definition was originally developed by the Disability Rights Commission. It was also used in the Westminster Government report called 'Improving the Life Chances of Disabled People' (2005). For disabled people to really have independent living, they must be able to participate equally in all the activities that non-disabled people can. When we talk about 'participation' or 'inclusion' we mean being able to join in and contribute the wide range of talents and expertise that disabled people have, shaping their communities and organisations, and fulfilling their potential. This benefits disabled people as well as wider society. For this to happen all barriers must be removed and disabled people must receive the support they need.

Independent living means removing barriers to participating in the economy, in communities and social activities, and in civic and public life. It means disabled people must be able to exercise all their human rights as contained in the United Nations Convention on the Rights of Persons with Disabilities (known as UNCRPD for short).

‘L’ is for Learning

Learning is what DRILL is all about. It is then important to share the learning from the projects and inspiring action to implement their findings. In this way, we hope that more disabled people will be able to experience independent living and exercise their human rights. But learning is also about everyone involved in DRILL learning from each other about their different experiences and skills. For example, disabled people might learn more about how to do research and how to collect good evidence that will convince decision makers that particular approaches are effective, or offer value for money. Through being involved as a coproduction partner, disabled people’s organisations might be better able to demonstrate that they know about running a project, or managing finances, or working well with different people. This might help them attract more resources. Non-disabled researchers might learn more about what life is really like for disabled people, and about better ways to carry out inclusive research. We hope that everyone involved will learn new, useful things and build their capacity through being involved in DRILL.

Overview of the Programme

DRILL has 4 overall outcomes that have been agreed with the Big Lottery Fund (BLF). These are:

- Increase our knowledge about key issues and new evidence of what works and enables us to achieve independent living and fulfil our potential
- Disabled people are empowered and have direct influence on decisions about the policies, legislation and services which affect them
- Disabled people experience improved wellbeing, independent living, choice and control through participating in or engaging with DRILL
- Exert positive 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

Each project proposal will have to show how it will help achieve one or more of these 4 broad programme outcomes.

What we have done so far

The DRILL Programme is led by disabled people in all parts of its structure.

The DRILL Programme Board, made up of the 4 Chief Executives of the partner organisations, meets regularly and oversees the operational and strategic delivery of DRILL.

The DRILL Programme Team has a Programme Manager, a Grants Officer, 4 Programme Officers (1 in each nation) and an Administrator to make sure the programme runs effectively across the UK.

We have 4 National Advisory Groups (NAGs), 1 in each nation. Their purpose is to assess the DRILL applications from their nation and put forward the highest ranked applications to the Central Research Committee (CRC). The CRC looks at all the ranked applications and makes the final decision on which applications to fund.

The majority of the members on each of the NAGs and the CRC are disabled people. Each are chaired by a disabled person. You can find

out more about them by going to the DRILL website
<http://www.drilluk.org.uk>

It is very important that everyone who participates in research or pilot projects is treated with respect and not taken advantage of. It is therefore important that all successful projects have ethical approval. A DRILL Ethics Committee is now up and running. The committee considers ethical issues for those successful applications that have no access to a university ethics committee.

DRILL Programme roadshows were held across the UK from October 2015 to February 2016. The purpose of the roadshows was to find out about disabled people's priorities. You can find reports on all the roadshows in England, Northern Ireland, Scotland and Wales by going to the DRILL website <http://www.drilluk.org.uk>

We have also looked at all the applications DRILL received in the 1st Call and conducted some analysis regarding themes, impairments, geographical spread and type of project.

The DRILL partner organisations continue to engage with disabled people and their organisations on a broad range of issues impacting on lives of disabled people.

Extensive engagement recently took place across the UK to bring together a number of independent reports assessing the implementation of the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD). You can find these reports and other information on the website of each partner organisation.

This ongoing engagement has helped to shape our priorities for the DRILL 2nd Call for research and pilot projects.

The 4 partner organisations responsible for running the DRILL research programme are also going to carry out some UK-wide research over the 4 years that the programme will run. This will be about how to influence attitudes and behaviours towards disabled people. You can find out more about this in Annex 2, Page 40.

What we have funded so far

The DRILL Programme received 207 applications from the 4 nations requesting a total of over £17million in the 1st Call.

Of the 207 applications received, 21 were allocated funding between them totalling almost £1.5million. These are innovative research and pilot projects across England, Northern Ireland, Scotland and Wales, led by disabled people and focused on finding solutions. Information on these projects can be found at <http://www.drilluk.org.uk>

Of these 21:

- 11 are small research projects, 8 are large research projects and 2 are pilot projects
- The lead partner for 10 are disabled people's organisations, the lead partner for 8 are universities, 1 is led by a research institution, 1 is led by a public body and 1 is led by a voluntary organisation
- 10 are under the theme of 'participating in community and social life', 4 are under the theme of 'participating in the economy', 3 are under the theme of 'participating in civic and public life', 4 are under the theme of 'participating in anything else'
- 11 projects are about all disabled people
- 3 projects focus on chronic and long term health conditions, 3 focus on learning difficulties, 1 focuses on Autism, 1 focuses on mental health and 1 focuses on visual impairment
- 1 project focuses on mental health and learning difficulties

Section 2 About what DRILL will fund

In this section we tell you about the DRILL themes, provide information about what your project could be about and the priorities of DRILL, as well as Big Lottery Fund (BLF) conditions and the outcomes for disabled people.

What your project could be about

The DRILL Programme has carefully considered what our approach and priorities should be for the DRILL 2nd Call. This is based upon: what we heard at the DRILL roadshow events; the insight provided by the funding applications received in the 1st Call and; our ongoing engagement with disabled people across the UK.

DRILL themes

DRILL projects must be about one of the following 4 themes:

- Participating in the economy, or
- Participating in civic and public life, or
- Participating in the community and social life, or
- Participating in anything!

More general detail on each of these themes is available. You can find this information in Annex 3, Page 41.

DRILL 2nd Call Priorities

- **Themes**

DRILL is open to applications from all 4 themes. However, we are particularly interested in the themes of participating in civic and public life and participating in the economy, as we received fewer applications on these in the first call.

Within the theme of **participating in the economy** DRILL is particularly interested in solutions that:

- support more disabled people to be self – employed
- support more disabled people to set up and run social enterprises

- close the employment and pay gaps between disabled people and non - disabled people, including approaches that encourages employers to change their practice

Within the theme of **participating in civic and public life** we are particularly interested in solutions that:

- support the legal system, including civil and criminal justice systems, for example jury service and the judiciary, and/or the treatment of disabled witnesses, applicants, defendants and/or victims of crime
- reduce the use of coercion and restraint, especially in health and social care settings
- promote a wider definition of leadership and influence, beyond public appointment, to include membership of political parties and opportunities to progress once elected

Within the theme of **participating in community and social life** we are particularly interested in projects that lead to / promote solutions:

- that work best for disabled people in relation to social security delivery
- that work best for disabled people in relation to social care support
- to achieve more accessible and inclusive housing

Within the theme of **participating in anything else** we are particularly interested in solutions that:

- improve wellbeing (impact on family life and relationships)
- provide improved transport
- reduce poverty

- **Project Type**

DRILL is particularly interested in pilot projects that provide an opportunity to test possible solutions. However, if there are really good small and large research applications we will consider these too.

- **Solutions**

DRILL is particularly interested in projects that collect evidence on the costs and benefits of a potential solution to influence policy and practice. Leaving a legacy is important to DRILL.

We believe one of the best ways of doing this is to influence public policy and to spread good practice. This is more likely to happen if we have robust research evidence which includes a cost benefit analysis of the solution.

This means that the projects we fund must not just explore what the barriers and problems are that stop disabled people participating in society, economic and political life. They must concentrate most on what can be done to remove barriers and solve problems.

Outcomes for disabled people

All the projects DRILL funds must be about independent living for disabled people. We want to make sure that during the course of the Programme we have a collection of projects that together cover the full range of impairments or long term health conditions. This includes people who think of themselves as 'disabled people' because they are disabled by the barriers that society places in their way. It also includes people who think of themselves in other ways, for example, living with a particular health condition of some kind such as cancer or dementia.

People who use British or Irish Sign Language might describe themselves as members of the Deaf community. They might see themselves as being part of a cultural minority based on the language they use. People might think of themselves as having a learning difficulty, or being a mental health service user or survivor, or choose other identities like these. DRILL projects could be about independent living for any of these people.

The main thing is that we are looking to fund projects that have been developed in coproduction with people with lived experience of disability or long-term health conditions. We want the DRILL Programme to include a wide range of different experiences and perspectives. We are keen to fund a range of projects which tap into the diversity of people and experiences in the UK.

Your project could be about outcomes for all disabled people, or a particular group of disabled people. For instance, a group could be defined by type of impairment, or other characteristics like age, ethnicity, faith or gender. It might be defined by role or status like 'parent,' or 'tenant', or 'refugee'. It might be defined by where disabled people are, for example living in remote or rural places, or attending daycentres or special schools. Or it might be a mixture of these. For example, your project might be about improving outcomes for 'young disabled refugee women', or 'people with mental health conditions who live in remote, rural locations', and so on. You will need to show an awareness of how differences are relevant in your project.

It is important to note

DRILL **can** fund project which identify and research current and emerging economic and social barriers that impact disabled people and explore solutions to mitigate the impact. We want DRILL projects to provide robust evidence in relation to these solutions, as researched by disabled people themselves, and that can be used by practitioners and policy makers alike. DRILL projects can do this by identifying where things are not working and where there are gaps, for example, in relation to services and by providing constructive solutions that work for disabled people. DRILL **cannot** fund projects which are politically biased.

Section 3 Types of application and the application process

In this section we tell you how DRILL defines research and pilot projects. We also provide information about the maximum amount of funding DRILL will award for different types of grant, who can apply, the application and assessment process, the support DRILL Programme Officers can provide and what happens if you are successful.

Research projects and pilot projects

DRILL will fund research projects and pilot projects. In this document therefore we just talk about 'projects'. However, you will need to make clear in your application which type of project you are applying for.

Here is how we define the two different types of project:

Research project: This is a project to find out about something. It will collect evidence and develop new ideas about how to advance independent living for disabled people. It will come up with findings and be able to recommend solutions that could have an impact.

Pilot project: This is a project to test out an idea in real life. It will put a potential solution into practice, testing how well it actually works and what could be changed to make it work better. The idea being tested may have first been identified through research. This could be a previous project funded by DRILL, or another piece of research which already exists. However, it may just be a particularly strong, and very well thought through, new idea. Wherever the idea comes from, a pilot project must come up with a solution that will make an impact. Please note we will not fund existing projects that have lost or are at risk of losing funding, as a DRILL pilot project.

How much money we can award

We can award 3 different types of grant:

- **Small research grants** which can be up to a value of £40,000 each.
- **Large research grants** which can be up to a value of £100,000 each.
- **Pilot projects** which can be up to a value of £150,000 each.

We have not made a decision about how many projects we will fund in this DRILL 2nd Call. We are waiting to see how many applications we receive, what areas they cover and how good they are.

Who can apply

Anyone can apply or be involved in a project partnership. This includes organisations in the voluntary sector, the public sector and the private or independent sector.

The first thing to do is work out what your project will need and who can provide it. All projects will have to involve disabled people with lived experience of the topic to be researched. All research projects will also need to involve someone who has good experience of research. Pilot projects will need people with good experience of putting proposals into practice and evaluating what happens. You might decide to involve other people too – perhaps those responsible for the policy or practice that needs to change.

It is essential that the project is led by disabled people. Often this will be best done by a Disabled People's Organisation (DPO) working in the partnership. These are also known as Disabled People's User Led Organisations (DPULOs). These are organisations which work to, and advocate for the Social Model of Disability and Independent Living. Their governing documents should state that at least 51% of both the membership and management committee must self-define as being disabled. However, we will consider other arrangements and partnerships that can clearly demonstrate that the project will be led by disabled people and carried out in genuine coproduction with them.

Application Process

You must fill out an application form and return it to DRILL by **Tuesday 8 August 2017 at 12.00noon.**

Your DRILL application can be completed and submitted online at:

<http://www.drill.flexigant.com>

If you need the application in another format, including Word, please get in touch with your national DRILL Programme Officer. They will provide you with an accessible copy and tell you how to submit it.

When we receive your application it will undergo an eligibility check by the DRILL Grants Officer. This is to ensure the application is complete with all the necessary information provided and that the main contact organisation is financially sound with good governance.

Applications will then undergo an assessment process that includes the National Advisory Groups (NAGs) and the Central Research Committee (CRC). The CRC will make the final decision on what projects are awarded funding to.

We will write to the person named as main contact on your application form to let them know whether your project has been successful or unsuccessful. Decisions are anticipated in November 2017.

How applications will be assessed

Applications for both research and pilot projects will be assessed according to how well the application meets the following key criteria. An applications must clearly demonstrate that the project will:

- Find out something new about promoting independent living
- Find solutions that will make an impact
- Be led by disabled people and coproduced in equal partnership with others
- Use robust and sound research methods
- Address intersectionality
- Increase the learning and capacity of everyone involved
- Contribute to one or more of the 4 DRILL outcomes

There is more about what each of these mean and what we need you to tell us about them in Section 4, Page 22. This section offers information about how to fill in the application form.

Support we can give you:

The DRILL Programme Officer for your nation can help you with:

- Providing any information produced by DRILL in accessible formats
- Answering questions about DRILL. For example, the process of applying for a grant, what the themes and outcomes mean and how applications will be assessed
- Explaining more about what we mean by terms like 'coproduction'
- Giving a general idea about the sorts of projects that DRILL might be interested in funding
- Signpost you (if possible) to other information DRILL cannot provide
- Offering information to help you meet the requirements of your DRILL grant, such as producing a Partnership Agreement (though this will come later, if you are successful)
- Supporting and advising when you are carrying out your project (if you are successful)

But DRILL Programme Officers cannot help you with:

- Filling out the application form
- Commenting on a draft of your application form to tell you how to make it stronger
- Helping develop your project ideas
- Finding you project partners
- Being a member of your project partnership

The DRILL Programme Officer for each nation and how to get in touch is set out here.

Northern Ireland

Fiona McMahon
DRILL Programme Officer
Disability Action
fionamcmahon@disabilityaction.org
<http://www.disabilityaction.org>
Telephone: 028 9029 7880
Textphone: 028 9029 7882

Wales

Jody Mellor
DRILL Programme Officer /
Swyddog Rhaglen DRILL
Disability Wales / Anabledd Cymru
jody.mellor@disabilitywales.org
<http://disabilitywales.org>
Telephone: 02920 887325

England

Evan Odell
DRILL Programme Officer
Disability Rights UK
evan.odell@disabilityrightsuk.org
<http://www.disabilityrightsuk.org>
Telephone: 020 7250 8198

Scotland

Rosalind Tyler-Greig
DRILL Programme Officer
Inclusion Scotland
rosalind@inclusionScotland.org
<http://www.inclusionScotland.org>
Telephone: 0131 281 0859

What happens if you are successful?

If your application is successful, you will be told in writing. Within two weeks of this, you will receive a Letter of Offer and Terms and Conditions of your DRILL Grant. You will need to confirm that you understand and agree to both of them.

Your Letter of Offer and Terms and Conditions will form the basis of the responsibilities that having a DRILL Grant means. This will include things like:

- When your project will begin and end
- How much money you are receiving as a grant and what it will be spent on
- What will happen as a result of your project, how many people will be involved and in what way
- How you will publish your findings and who you will share those with
- How you will deposit the research data into a data archive at the end of the project
- How you intend to use the findings in the future

Before we begin paying your grant, you will need to sign and return the Letter of Offer. You will also need to create a Partnership Agreement, and send a copy to DRILL. Your DRILL Programme Officer will be available to talk about the Letter of Offer, the Terms and Conditions and the Partnership Agreement with you.

Section 4 Filling in the application form

This section goes through each of the questions on the application form and gives more information about what your answers need to cover. The same application form is used for small research, large research and pilot projects.

1. About the project and the people involved

In this section we require you to give us detailed information about your project, your organisation and partners.

Project title

We firstly require you to give your project a title.

Main Contact

We require a main contact from the organisation that intends to be responsible for the financial and reporting requirements of the project. They do not have to be the lead on any other activities.

It is important that you input the main contact details correctly especially the email address as this is what the online system uses to identify your project.

Organisation type

It is important that we know the type of organisation that the main contact is based within. For example: a Disabled People's Organisation, voluntary organisation, education, private, public sector or other.

Conflicts of interest

We require you to declare any conflicts of interest that the main contact may have with any of DRILL e.g. staff or National Advisory Group. This does not mean that people on the National Advisory Groups, or their organisations, cannot be involved in DRILL project. But is very important we know about anything like this so we can take action to make sure everything is fair.

Grant management experience

We need to know what your experience of managing grants is to ensure that the main contact is aware of their responsibilities.

Partnership experience

We need to know what your experience of working in a partnership is, to ensure that the main contact is aware of their responsibilities, including governance.

Project type

This is where you tell us what type of project you intend to carry out. Remember, a research project is about finding new evidence about solutions. A pilot project is about testing out possible solutions, or a very good, well thought out idea. Please choose 1 option from the 3 below:

- Small research project (up to £40,00)
- Large research project (up to £100,000)
- Pilot project (up to £150,000)

Project theme

This refers to which DRILL theme and you will be addressing as part of your project. The project must be relevant to one of the four themes. If you are not sure which theme to pick because more than one could be relevant, just select the one that applies the most.

To find out more information on DRILL themes and outcomes see Annex 3, Page 41 of this document or refer to the DRILL website

<http://www.drilluk.org.uk>

Project areas

This is the nation(s) that your project shall cover.

Local authority

This refers to the geographical area and which local authority area(s) your project shall cover. In Northern Ireland a local authority is a 'local council'.

Project Length

We need to know how long your project is going to run for. Please note that all projects must be completed by 31 January 2020. Please input the length in months with a start and end date.

Project partners

In this part of the application form we need to know all the practical information about who will be running and delivering your project. We need to know about all the partners.

It is likely that more than one organisation will be involved. You may want to involve individuals from outside your organisation because they have the knowledge or experience that you need. This is because the skills you need to carry out a successful project may not be available in any one organisation.

We will make sure the people involved have the experience, skills and knowledge necessary to carry out the project.

For each of the partners we need you to tell us about:

- The person who is involved
- The name of their organisation (if they have one - could just be an individual)
- The type of organisation it is, for example it might be a disabled people's organisation or user-led organisation, or a voluntary sector organisation, or an educational organisation, or a public sector organisation, or from the private sector
- The best way to contact the person, if we need to. A particular way might be better due to an access issue, or for any other reason
- What their role and contribution would be to the project
- What experience and knowledge they have of those things

2. Project information

This part of the application form asks for information about the project and what you are asking DRILL to fund.

Project overview

Give an overview of your project. This needs to include:

- What the project is about
- Who will benefit
- How it will be managed

Give examples of who will benefit, for example, the specific impairment or social group. Please include direct and indirect benefits. This might be all disabled people, or a particular group defined by characteristics, roles and / or where they live. If your research is about a particular group of people or people with a certain kind of disability, you should explain why you want to focus on them.

Over the course of the DRILL Programme, we are keen to support proposals that address a range of experiences e.g. people with different impairments or health conditions, from different community backgrounds, or from different age groups and so on.

Policy focus

This refers to both local and national policies that your project may relate to as part of the research focus. Please quote a government website where we may access these policies.

Project promotion and dissemination

We are looking for original, creative projects that will provide important new evidence in new ways. It is important to consider 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?

Research ethics

Research can be about very sensitive or personal matters. The same could apply to pilots. People need to know that personal information they give researchers will be kept confidential. It might harm them, or

affect the benefits or service they get, if other people knew about it. They may be happy for researchers to make use of what they say but wish to remain anonymous, or request that the data is kept confidential. Disabled people are sometimes in situations where they have very little power. It is obviously really important that everyone associated with DRILL treats people in such situation with respect and does not take unfair advantage of them in any way. It will be important to show that you have thought about any way that people might be harmed by being involved in your project and say what you will do to make sure that this does not happen. This also includes people carrying out the research or pilot. This what 'ethically sound' means.

Successful applications need to be assessed by an ethics committee before the research can start. If one of your partners is an academic researcher, your proposed research should be assessed by the ethics committee at this university. For those projects without access to a university ethics committee, a DRILL Ethics Committee will assess the application.

At the end of the project, successful applicants are required to deposit the anonymised research data that has been collected into the [UK Data Service](#). The UK Data Service is a long-term storage facility which allows research teams to deposit research data which may be reused by other researchers, individuals or community groups in the future. It is a good idea to consider from the outset how you will deal with issues relating to ethics, confidentiality and copyright. Further guidance on data archiving is provided by the [UK Data Service](#).

UNCRPD

The United Nations Convention on the Rights of Persons with Disabilities covers rights to help disabled people, each right is set out in an 'article'. You can find a summary of the UNCRPD articles on the DRILL website <http://www.drilluk.org> or ask your DRILL Programme Officer.

3. Assessment criteria

Applications will be assessed using the following 7 criteria.

Project justification

Something new about promoting independent living

We are looking for original, creative projects that will provide important new evidence in new ways. We are interested in projects that explore new ways to solve problems, or new ways for disabled people to participate and contribute. We are interested in new ideas that will work in a changing world.

Solutions that will make an impact

To find good solutions you need to have a good understanding of the problem you're trying to solve. But just exploring problems is not enough. The main focus of your project should be on solving them. It is important that the projects we fund and the solutions they propose make a real impact. Here you can tell us about how you will try to make sure that your project has the impact you think it could have. For example, if it is a project about a local issue or geographical area, might the solutions it discovers apply to other geographical areas too? That could increase its impact. If decision makers need to be influenced by your project to change something, what will you do to try to persuade them? Is your project about a current issue on the political agenda or likely to be on a future one? Would it have a positive impact on lots of disabled people, or a particularly excluded group? Could your project solution have a positive impact beyond disabled people and exert an influence on the public, or the media, or the local community? Is your project realistic and something which can be implemented? Therefore, do you have an idea of its cost if your project were to be implemented in real life. What are your plans for completing a cost benefit analysis?

Coproduction

Led by disabled people and coproduced in equal partnership with others

It is really important that disabled people's voices are heard throughout. You will need to show in your application how the topic to be researched reflects disabled people's priorities and how disabled people's voices will be heard throughout the process of designing and delivering the research. This may include disabled people being involved in:

- Leading and steering the overall project
- Deciding on areas of research
- Undertaking coproduced research
- Communicating project findings to inform policy and service provision
- Evaluating the impact of the project funded by DRILL

We are not saying that being 'led' by disabled people means they know best about everything. Neither do non-disabled researchers - or even disabled researchers. The point of coproduction is that different people have different, important things to contribute and that all are equally valued. This is not the same as disabled people being researched. They must be partners in carrying out the project.

Coproduction partners will probably be attached to organisations, but they could be individuals. There is more information about what we mean by 'coproduction' in Annex 4, Page 45. You can also find it on <http://www.drilluk.org> or you can ask your Programme Officer about it. You need to say in this part of the form how your project will be co-produced.

Project / research methods

Robust and based on sound research methods

In your application please provide an overview of the methodology be it qualitative, quantitative or mixed. Please specify and justify the techniques to be used. For example, semi - structured interviews, focus groups and questionnaires. Please tell us how the techniques will enable the research question(s) to be addressed. Where appropriate, please provide details of the sampling frame and explain the data analysis techniques to be used and applied. For example, data analysis techniques might be thematic coding of interview transcripts or quantitative analysis of survey data applied by using, for example, manual coding, qualitative software, descriptive and inferential statistics. If using software, please tell us what.

It is really important to provide a strong evidence base to convince decision and policy makers about what works for disabled people. For research projects this means the right research methods are used to produce sound research evidence that can be trusted. For pilot projects this means you will need to evaluate them really well. There are lots of different research types and methods. This is where the advice of someone who has experience of this will be very valuable.

Primary research: This is research which involves collecting new information. It is new research carried out to answer specific questions. It will provide knowledge we wouldn't otherwise have. This is what DRILL is interested in. We want to fund new research and pilot projects which provide fresh thinking and new solutions to support independent living.

Secondary research: This is when you explore research that has already been done and analyse it. It might involve reading research reports about a particular subject to find out what they say. They might all say the same or they might say different things. They might contradict each other or reveal gaps in evidence that suggest new questions for research.

Another type of 'secondary research' is about looking at a set of figures and analysing it in a new way. For example, this might mean looking at results from an existing large survey and using them to answer new questions that will lead to completely new findings.

Secondary research as well as primary research can be very useful and DRILL will consider funding it. But please bear in mind that that DRILL is interested in research to find new solutions and new evidence, rather than exploring what is already known.

You or your research partner might need to do a bit of secondary research to show that your research project is different to what has been researched before, and how it will provide new evidence about the subject. But there may well be other ways you can do this. If you are applying for a pilot project, you might need to do some secondary research to show there is good evidence that you now want to test out.

Whether your research is primary or secondary, it may also be qualitative or quantitative. It may be participatory.

Qualitative research: This is when you explore a social or human issue in-depth. It is used if you want to get in-depth insight into experiences, opinions or underlying issues. It can help develop ideas about solving the problem. Qualitative research is usually descriptive information. For example, it might be gathered by diary accounts, interviews, focus groups and observation.

Quantitative research: This involves measuring or counting. It might involve undertaking a survey, for example to find out how many people think something, or what is most important to most people. It is often

used to test out ideas about causes and effects, or to track changes or measure the impact of a practice or policy over time. For example, you might ask a large number of people the same question every year, to see if their answer changes.

Participative / Action research: This is an approach to exploring something within a community or group. All the members of the community or group are directly involved in collecting evidence and finding out about the issue. Everyone acts together to explore, think about and make positive changes. This method is particularly good for coproduction.

Evaluation: This is used when you want to assess something and make a judgement about it. Evaluation is very important when you want to test out whether a particular approach worked effectively. For example, you might want to evaluate (or judge) how well an existing policy or service is working, to find out what needs to be improved. If you are applying to run a pilot project, you will need to make sure you evaluate it very thoroughly. If you are going to use evaluation, bear in mind that for DRILL projects it will not be enough just to assess and make a judgement about how good or bad something is. You need to go further to develop well thought out solutions – maybe a new model or approach - based on the learning from your evaluation.

Inclusive of intersectionality

Intersectionality is a term used to describe overlapping social identities and how these impact on an individual's experience of oppression and discrimination. It is important that DRILL impacts on disabled people from all communities. Each project needs to address intersectionality. Please consider how identities such as gender, race, social class, sexual orientation and age work together to complicate the experience of disability and therefore people face any number of barriers to participation. Please refer to Annex 6, Page 54 for more information.

Likely to increase the learning and capacity of everyone involved

We are looking for research and pilot projects which encourage people from different life and work experiences to come together, work together and learn from each other. We believe that this will support coproduction partners to learn from and share knowledge with each other. Tell us here what you will do to make sure the coproduction partners can learn as much as possible from each other and from being involved in the project.

Contributes to DRILL outcomes

Here you need to sum up how your project will contribute towards meeting one or more of the four DRILL outcomes. This includes telling us about your project activities and outputs, and your project's outcomes. The activities are the anticipated actions and events that the project will need to undertake to make progress. The outputs are what happens as a result of an activity. The outcomes are the changes that result from outputs. Therefore activities, outputs and outcomes are interlinked.



4. Project budget

We are looking for proposals that demonstrate that the budget has been costed effectively.

Budget heading and amount

Here you need to tell us how much you need for each of the headings in the application form. This should be set out clearly and state how much is needed and what it shall be spent on. All costs should include enough to meet the access needs of everyone who will be involved.

What you can and cannot apply for

DRILL can provide funding for:

- Salaries, NI and pensions
- Partner fees
- Consultancy fees (over £10,000 must be tendered)
- Reasonable overhead costs (ask your Programme Officer if you are unsure about this)
- Programme costs including accessibility costs associated with the project
- Internship costs
- Small equipment costs

DRILL cannot provide funding for:

- Costs or expenditure incurred before you accept the DRILL grant offer
- Any costs which someone else is paying for in cash or in kind
- Items that only benefit an individual (with the exception to costs that support disabled people's engagement in DRILL)
- Funds to build up a reserve or surplus
- Building or refurbishment work
- Buying of land or buildings
- Loan repayments
- Contributions to general appeals
- Routine repairs and maintenance
- Costs of activities which promote religion or political activities
- Costs of activities where it is clear our funding will substitute for public funding currently in place

Salaries, NI and pensions – please see the requirements on the budget section in the application form.

By **partner fees**, we mean an expenditure for any partners involved in the research, please put this into the budget line 'partner fees' (this is not a consultancy cost).

By **consultancy fees**, we mean an organisation or individual who you are buying in externally for the purpose of professional or expert services.

By **overheads costs**, we mean the indirect costs you will need to deliver your project. Costs may include administration and management of a project. These costs should be reasonable and in line with a full costs recovery model.

By **programme costs**, we mean the direct costs you will need to deliver your project.

By **internship costs**, we mean the costs to place disabled people interested in developing research skills with the appropriate partners (if you are going to do this).

Other costs:

Full cost recovery can go into the calculation for administration and management.

Please do not put expenditure into a budget line of 'other' or 'miscellaneous'.

Any grant made by DRILL to you is inclusive of irrecoverable VAT. Where VAT has been recovered you would need to inform your DRILL Programme Officer immediately and make a repayment.

Explanation

This is where you need to explain any of the figures in your budget that might not be clear.

It may be helpful to explain:

- Why that much is necessary and reasonable
- What you have included in the figure
- How you have worked out the figure

5. Project monitoring

DRILL is a UK - wide programme and is required to meet the equality and diversity legislation for each country. The programme aims to reach everyone regardless of societal barriers. All those applying to the programme shall find concrete guidelines about how to approach your project in a way which ensures that it is inclusive and a genuine example of coproduction – that can put the values at the heart of DRILL into practice.

More guidance is available. You can find this information in Annex 6, Page 54.

6. Application submission

Required documentation

Please make sure you send us the accompanying documents listed on the application form. Please note that if your project is successful we shall require a project plan.

Additional documentation

If you think it will help your application, you can also send us:

- up to 4 additional pages of information (including information, if required, to complete your project)
- diagrams
- videos or DVDs
- CVs of the people involved

There is an upload function on the online system. Please do not send originals as we cannot return them.

7. Conditions of Grant

Tick the boxes here to show that all the partners understand what they will need to do and that they agree to do these things.

8. Signature

Here the person who is the main contact needs to sign the application form, on behalf of all the partners. This is to confirm that everything in the application form is true and accurate, as far as it is possible to know. You do not need to upload a scan of your signature, just type your name in the box.

Submitting your application

You can complete your application online at <http://www.drill.flexigrant.com>

There is also a sample application on the website that you may wish to use for preparation purposes at <http://www.drilluk.org.uk>

If you would like to submit your application in a different way, please contact Jacquie on jacquineritchie@disabilityaction.org

Applications must be received by 12 noon on Monday 8 August 2017



Annexes

Annex 1 Useful words and phrases

Acronyms

DRILL

Disability Research on Independent and Living

CRC

Central Research Committee

NAG

National Advisory Group

DPOs

Disabled People's Organisations

DPULOs

Disabled People's User Led Organisations

UNCRPD

United Nations Convention on the Rights of Persons with Disabilities

Terms

Social model of disability

The social model of disability believes people are 'disabled' through lack of access to buildings, information, communication, personal support, education, employment and by the attitudes of others. There is a distinction made between impairment and disability. Impairment is an injury, illness or congenital condition that causes or is likely to cause a long term effect on physical appearance and/or limitation of the function of an individual. Disability is the loss or limitation of opportunities to take part in society as equal due to institutional, environmental and attitudinal barriers. Society - not the person or the impairment - is the problem. A human rights approach to disability is part of the social model.

http://www.disabilitywales.org/wordpress/wp-content/uploads/Social_Model_of_Disability.pdf

Information on the issue of language and the Social Model is included in Annex 5 Frequently asked questions, Page 51.

Independent living

Independent living is defined as: “All disabled people having the same choice, control, dignity and freedom as any other citizen to achieve their goals at home, in education, at work, and as members of the community. This does not necessarily mean disabled people doing things for themselves but it does mean having the right to practical assistance based on their choices and aspirations.”

<http://www.dur.ac.uk/resources/beacon/CoinquiryToolkitFINAL.pdf>

DRILL funding terms

Outputs

Your outputs are the products of your project. These are, for example, the number of meetings / interviews held, the amount of information given out, the number of people who have been involved and the reports produced. Your project will have outputs which are specific, measurable, achievable, realistic and time bound.

Outcomes

Your outcomes are about what you’ve achieved. They relate to the impact you’ve had on those involved in the project, the changes that have happened because of your work and the potential future use of your work. Your project will have measurable outcomes that contribute to the overall DRILL outcomes.

Robust

What we mean by robust is that the right research methods are used to produce sound research evidence and findings that can be trusted.

Decision Makers

Decision makers include people who produce government policy, and those who make decisions about the services commissioned at a national and local authority level. They are also those who decide how services will be delivered.

Ethics Committee

An ethics committee considers ethical issues arising from research that involves people and personal data. The job of the ethics committee is to decide whether your research plans fulfil certain ethical requirements. If your plans are ethically sound, you will be given 'clearance' to start collecting your research data.

DRILL ethical principles relate to, for example, minimising risk or harm; respecting the rights and dignity of groups; voluntary and informed consent; integrity, transparency, responsibility and accountability in the research process and the use of research evidence.

Annex 2 UK-wide research project

The four organisations responsible for running the DRILL Programme are themselves going to carry out some UK research over the next 3 years. This will be about how to influence attitudes and behaviours towards disabled people and disability. For instance, what narrative supports positive change and could be adopted more broadly by the disabled people's sector? We will be sharing more information about this later in 2017.

Because of the role of our 4 national partners in DRILL and the networks we have, we are particularly well-placed to engage large numbers of disabled people and to embed learning across the disabled people's sector. We will keep people up-dated about the evidence we find, so that projects can make use of it, if they want to. We hope to build on and add value to the projects DRILL funds to increase the overall impact of the programme across the UK.

Annex 3 Themes and outcomes

DRILL is open to applications from all 4 themes. However we are particularly interested in the themes of participating in civic and public life and participating in the economy.

Participating in the economy

There are different ways that people participate in the economy. Unfortunately there can also be lots of barriers that get in disabled people's way. For disabled people to participate equally in economic activities they need access to the right education and training for the current and future job market, to career opportunities, and opportunities for self-employment and to set up new businesses. Disabled people need employers who recognise what they can do and that they have the experience and qualities needed by businesses. There can be different, but equally good ways of doing a job.

As consumers, they need to be able to get into shops and be treated appropriately as customers and access to on-line shopping. They should have choice about the goods and services we need to achieve independent living.

Within the theme of **participating in the economy** DRILL is particularly interested in solutions that:

- support more disabled people to be self - employed
- support more disabled people to set up and run social enterprises
- close the employment and pay gaps between disabled people and non - disabled people, including approaches that encourages employers to change their practice

Participating in civic and public life

Civic and public life is when people, as citizens, take action on things to do with public policy and practice, or get involved in the institutions that make them. 'Public policy' means decisions that affect lots of people, or particular groups of people. Such decisions might be taken by local councillors, or national governments, or European institutions. 'Practice' is how those decisions are implemented.

There are lots of activities and roles related to civic and public life. For example, these include things like voting in elections, or being a

candidate in an election, or working together with others to lobby for local services that are at risk of being cut. It involves people who are elected as members of local councils, national governments and the UK and European Parliaments. It includes the people who elect them and work for them, like civil servants, advisors of all public bodies such as government departments and local authorities. It includes people in 'non departmental public bodies'. These are organisations like the Equality and Human Rights Commission. If you want to be on the Board of organisations like these, you have to go through a process of public appointment.

For disabled people to participate equally and achieve independent living, they need practical assistance in all sorts of ways to be involved in civic and public life. To be effective we need to have leadership and influencing skills. Disabled people might need support to get these. Or, if they have these skills, they need opportunities to use them. It is not just about influencing decision makers but about more disabled people becoming decision makers themselves. In this way, the decisions that affect disabled people would be made by people who really understand disability because they have personal, direct experience of it. It means disability issues should be given more priority.

Within the theme of **participating in civic and public life** we are particularly interested in solutions that:

- support the legal system, including civil and criminal justice systems, for example jury service and the judiciary, and/or the treatment of disabled witnesses, applicants, defendants and/or victims of crime
- reduce the use of coercion and restraint, especially in health and social care settings
- promote a wider definition of leadership and influence, beyond public appointment, to include membership of political parties and opportunities to progress once elected

Participating in community and social life

The communities we live in and the friends and support we have are very important to our lives.

Communities come in many shapes and forms. They can be defined in terms of place, for example, your "local community" where you live, or rural or urban communities. Or the word "community" can describe a

group of people who have the same interest or culture. There are lots of ways to describe a community but is usually a place where people find mutual support and company, as well as services to meet every day needs.

Being part of a local community which respects disabled people's rights, is very important for independent living. Everyone should have the freedom to visit their friends and relatives. Everyone should be able to go to the local cinema, sports centre, evening classes, places of worship, or any other local places and events if they want to.

But too often disabled people are excluded. They do not get the support they need to do these things. And even if they can get to such places, it does not follow that they will be able to participate on an equal basis. Too often disabled people have not been involved in any discussions about how the services they need are provided to them, for example from the local authority or from a voluntary organisation. Without hearing disabled people's views, organisations providing services don't know how the services could be best designed and planned. And even if well designed, properly funded services may not be available to all, or, disabled people may live "in the community" but not be included in it. They are left in isolation.

Within the theme of **participating in community and social life** DRILL is particularly interested in projects that lead to / promote solutions:

- that work best for disabled people in relation to social security delivery
- that work best for disabled people in relation to social care support
- to achieve more accessible and inclusive housing

Participating in anything!

There are some things that can help disabled people to participate fully and equally in anything and everything.

Peer support: Disabled people can support each other by sharing their experiences and their learning. They can support each other to develop their own ways of living their lives. They can encourage each other to pursue their hopes and dreams. This form of support can be very helpful in relation to social life, or work, or public life.

Choice and control: Disabled people want the freedom to make their own decisions about where and how they live. This is sometimes called having 'self-determination' or having 'autonomy'. How can the laws disabled people have to protect their rights to these things be better exercised or strengthened? There are some situations where disabled people's choice and control can be particularly important but also likely not to be respected. This includes things like being admitted to care homes, or when a person's mental capacity is questioned.

Accessible information: You cannot participate in the economy, or your local community, or public life if information about all these activities is not accessible to you. What needs to be done to address this?

Within the theme of participating in "anything else" we are now particularly interested in solutions that:

- improves wellbeing (impact on family life and relationships)
- provides improved transport
- reduces poverty

Annex 4 DRILL definition of coproduction

DRILL research and pilot projects will be led by disabled people and their priorities, usually in partnership with researchers (disabled and / or non-disabled) and others. DRILL projects are not undertaken 'on' or 'for' disabled people; they are undertaken 'with' and 'by' disabled people.

Coproduction in DRILL research will arise from relationships in which the skills, knowledge and experience of all participants are equally valued and combined in the process of planning and delivering research together.

Whilst acknowledging the constraints of producing research both within and outside of academic institutions, coproduction in DRILL research requires the following principles to be embedded into practice:

Accessibility: Research is coproduced in ways that are accessible and understandable to all involved. Research findings are made available in a wide range of accessible formats and in places that disabled people can access.

Experts by lived experience: Research respects the value of academic, professional and experiential knowledge and requires the active use of all these forms of knowledge.

Collaboration and shared goals: Each step of the research process is undertaken in equal partnership. A mutual understanding of what the research question is, why the research is being done, and what the aims, objectives and desired outcomes of the research are, provide a sound basis for partnership working.

Equalising power relations: Disabled people's priorities steer the research process; power and responsibility are shared equally and constantly reviewed, and all partners can influence decisions throughout the process, with opportunities for reflection and learning from experience.

Impact: research outcomes have real impacts which improve independent living for disabled people beyond the life of the DRILL Programme.

Coproduction Resources

Durham University: Co-Inquiry Toolkit

PDF: <http://bit.ly/DURHAMcoinquiry>

Word (37Mb): <http://bit.ly/DURHAMcoinquiryW>

Inclusion North Self-reflection tool: Coproduction – How are you doing?

PDF: <http://bit.ly/INcoprotocol>

Word (27Mb): <http://bit.ly/INcoprotocolW>

Independent Living in Scotland: Coproduction Toolkit

Online: <http://bit.ly/ILIScopro1>

Easy Read PDF: <http://bit.ly/ILIScopro2> Easy Read Word (39Mb):

<http://bit.ly/ILIScopro2W>

DIY Guide PDF: <http://bit.ly/ILIScopro3> DIY Guide Word (1Mb):

<http://bit.ly/ILIScopro3W>

Annex 5 Frequently asked questions (FAQs)

General questions

1 How many projects are going to be funded in total?

The plan is to deliver up to 40 projects across the UK. In the 1st Call, funding has been awarded to 21 projects. Of these 11 are small research, 8 are large research and 2 are pilot projects.

2 How much control do the DRILL partners have over who gets the money? Who will be making the decisions?

The DRILL partners do not sit on the Central Research Committee (CRC) and the National Advisory Groups (NAGs). The DRILL Programme Team may sift applications prior to them going to the NAGs. We may also carry out a moderation process prior to the applications going to the CRC. The final decision on which applications to fund will be made by the CRC. Where there is a conflict of interest this will be managed in the appropriate way.

3 What is meant by the main contact?

The main contact will be responsible and complete financial, monitoring and progress reports for specific deadlines for DRILL Programme. The main contact will need to be from an organisation which has experience of financial governance and be a viable organisation. We will need evidence of the organisation's legal entity i.e. Companies House Registration, Charities Commission No. or other statutory registration.

4 Do all DRILL projects have to be partnership projects?

It is not a requirement of a DRILL project to be a partnership. It is a requirement that the project is led by disabled people. Often this will be best done by a Disabled People's Organisation (DPO) or a Disabled People's User Led Organisation (DPULO). However, we will consider other arrangements that can clearly demonstrate:

- the project is led by disabled people
- genuine coproduction
- research methods which are robust and which will produce sound evidence

5 What about Social Model language?

DRILL recognises that language is important. A key component of the social model of disability is that individuals or groups of people have a right to determine how they are referred to. We appreciate that people's lived experiences, understanding and use of language may be different. DRILL funded projects are required to reflect the social model of disability in their practice.

What to do now

6 How can I get an application form?

We ask all applicants to use the online process. You can access the application form through the DRILL website <http://www.drilluk.org.uk> From the [Funding](#) page, click on 'Apply using the DRILL online portal' at the top. You'll be asked to register. You can access an application form there.

7 Can you provide information about applying to DRILL in alternative formats?

The DRILL guidance and application form is available in Easy Read. Other formats are available on request. We ask all applicants to use the online process if possible. Please contact your DRILL Programme Officer for other formats if required.

8 Can we submit more than one application?

You can be a partner in more than one DRILL application. However, as a main contact you can only hold one successful application with DRILL at any one time. Different departments within large public bodies and educational institutions can be the main contact in successful DRILL applications in their own right and not on behalf of the whole organisation.

9 Part 6 of the application form asks for ‘required documents’. Is this still a requirement if the grant is to be held and administered by a university?

All applications must include these documents in order to be considered for a grant. This is to ensure requirements regarding governance and good financial management are met.

10 The guidance states ‘reasonable’ overhead costs can be included. Can you let me know what this might mean in terms of a percentage for the overall funding?

DRILL asks that you calculate your project overheads using a full cost recovery model that you can justify as being essential to the success of your project and demonstrates value for money.

The overheads which will be funded by DRILL will be based on standard EU approved Full Time Equivalent Cost Recovery Method. For Example: Number of salary funded hours x hourly cost rate = Overhead Recovery. This equates to approximately 20% of the salary amount funded and excludes consultancy fees.

Any additional cost which is deemed necessary to ensure the delivery of the project should be treated as direct costs on a separate budget line for consideration.

Research projects

11 How can I get involved in DRILL as an individual researcher?

You do not have to be part of an organisation to apply, but you will need a partner organisation capable of handling the financial and reporting requirements of a grant. DRILL cannot directly fund an individual or a group of individuals. We therefore recommend that you get involved in a partnership. You can ‘advertise’ for potential partners on the DRILL website by sending up to 100 words to your DRILL Programme Officer. Please outline your research question / project idea, the geographic area you intend to work within and the kind of partner(s) you are looking for. We will then post this as a news item on the DRILL website. You can also contact your DRILL Programme Officer for information on other networks, organisations or researchers who may be useful to you on a national or local level.

12 How can we find researchers to partner with?

DRILL cannot play 'matchmaker'. However, as much as capacity allows, we will try to put organisations in touch with each other where there is a shared interest. We can give general advice if you are looking for research partners. You can 'advertise' for potential partners on the DRILL website by sending up to 100 words to your DRILL Programme Officer. Please outline your research question / project idea, the geographic area you intend to work within and the kind of partner(s) you are looking for. We will then post this as a news item on the DRILL website. You can also contact your DRILL Programme Officer for information on other networks, organisations or researchers who may be useful to you on a national or local level.

13 What happens if we don't have an ethics committee available to us through our partnership?

Universities and other research institutions have ethics committees. If one of your partners is an academic researcher, your project proposal must go through that university's ethics process. If you don't have an ethics committee available to you through your partnership, DRILL has its own ethics committee that you will be required to use.

14 What are DRILL rules on intellectual property

DRILL projects will ensure that DRILL has the right to make use of all intellectual property, free of charge, for the purpose of online dissemination, archiving, display, etc. This applies to any and all content arising from DRILL funded projects. Intellectual property rights otherwise lie with the project partnership, and are shared amongst all project partners unless otherwise stated by the project partnership.

Reports on research or pilot projects funded by DRILL and published by DRILL will be licenced under a Creative Commons Attribution Share-Alike 4.0 licence. Details of the Creative Commons licences can be found on the Creative Commons Foundation website:

<https://www.creativecommons.org>

This licence means the research can be widely shared, quoted and re-used, so long as the original researchers, Big Lottery Fund and DRILL are attributed, and anyone can quote, share and re-use the derivative work.

15 What is data archiving? How do we store our data in an archive at the end of the project?

All data produced during the lifetime of a DRILL grant must be made available for reuse. Award holders need to apply to deposit the research data into the [UK Data Service](#). Data should be deposited within three months of the end of the grant.

Data archiving involves moving data (e.g. anonymised interview transcripts or survey data) to a storage facility for long-term retention. This data is still important because it can be used by researchers, individuals or community groups. There is a growing trend towards sharing data, and DRILL recognises publicly-funded research data as a valuable, long-term resource for future reuse. Sharing data can:

- provide rich resources for influencing policy
- facilitate research beyond the scope of the original research
- encourage scientific enquiry
- avoid duplication of data collection

Planning how you will manage your research data should begin early on in the research process. Some research data is more sensitive than others, and it is the responsibility of research teams to consider all issues related to confidentiality, ethics, security and copyright when planning the research. Further guidance on data archiving is provided by the [UK Data Service](#).

16 Can we publish the findings of DRILL research?

Researchers may want to publish their research in peer-reviewed journals. DRILL does not have a budget to pay for open-access publishing charges, so researchers are expected to publish in journals with 'green' open access schemes. They are also required to publish on their own websites, their partners' websites, and on the DRILL website and publications.

DRILL recognises that there is a potential tension between publishing in academic journals and disseminating information widely and accessibly. Whilst we appreciate that academics and DRILL both have certain requirements in relation to the publication of research, DRILL's coproduction principles include accessibility, equalising power relationships and the real impact of research in improving independent living for disabled people.

Pilot projects

17 Are pilot projects required to have researchers and / or academics involved?

You don't have to have a researcher / academic involved in a pilot project but you might want them involved in providing evidence, for example, or, assessing the project's outcomes, sustainability and value for money.

18 Can DRILL fund a service where the need has already been proven?

In Section 3, Page 16 you will see how we have defined research and pilot projects. It may be possible for DRILL to fund a pilot project to test out a particularly strong new idea where the evidence of need is robust and already proven from other research. In Section 4, Page 27 you will find information on the 7 criteria of DRILL projects which we require all applicants to address.

19 Can we apply for a 'combo' research and pilot project and if so what do we apply under?

Yes. You should apply as a pilot project. The research included needs to be part of the pilot (such as evidencing outcomes, evaluating effectiveness and the transferability / sustainability of the pilot) not evidence to prove you should do it.

20. We would like to apply for funds to produce some software. What kind of licence do we need?

Any software produced through a DRILL funded project must be released under a permissive and open source licence, such as MIT, GPL or Apache. The choice of licence is at the discretion of developers, depending on the needs of the project and the licencing requirements of any existing code or libraries being used in the software.

UK and local projects

21 Would making our project UK-wide or applying to another nation reduce our chances compared to applying where we are based?

Applications will be assessed individually and against the key assessment criteria. Decisions will not be made on whether applications cover a particular nation or nations. There are no greater odds involved in a single nation approach compared to a UK-wide approach.

22 Our project is focused on a national issue and is not restricted to one geographical location – how do we apply?

The process is the same for all applications. Your application will then be allocated to the appropriate National Advisory Group depending on the location of the main contact. Contact your DRILL Programme Officer if you need further clarification.

23 Can a UK-wide organisation put in 4 separate applications for each region in line with regional priorities?

If branches of your organisation have autonomy (their own governance process, constitution, membership, Board etc.) then you can submit separate nation specific applications. However, as a main contact you can only have one successful application with DRILL at any one time if you are governed on a UK-wide basis.

Annex 6 Equality and diversity guidance

This guidance aims to establish and promote good equality and diversity practice in DRILL projects. It is relevant to those who will conduct and participate in research, host related activities and disseminate the research and pilot findings. Below you will find guidelines about how to approach your project in a way which ensures that it is inclusive and genuine coproduction.

Reaching everyone

When you plan your project you will have to consider who would benefit from it, who you need to involve and what barriers they may face to participating. We know that many disabled people face multiple barriers to their participation in society because of the ways in which their impairment(s), health conditions and different identities are perceived by others. People may face barriers related to one of their identities. For example, they could be discriminated against because of their gender (man, woman, transgender, gender variant), sexuality, race, ethnicity, socio-economic status, faith or cultural heritage.

However, people may also face barriers as a result of the relationships between their different identities. For instance, disabled members of the L,G,B,T,Q,I+ (Lesbian, Gay, Bisexual, Transgender, Queer, Intersex and more) community report being discriminated against by both straight disabled people and gay non-disabled men. People with autism who also identify as being on the transgender spectrum describe the impact of the intersectionality between their different characteristics as shaping the way they are perceived by others. They find that they have to deny one or more of their identities to 'fit in'. This shows that it is possible to be a 'minority within a minority group' and face specific barriers as a result.

DRILL suggests therefore that when designing your project you do the following:

Inform yourself

If you want to include a particular community of interest or place or people with a specific type of impairment, you need to find out more about them.

This could involve reading recent and relevant reports, so you have some idea of the lived experiences of the group.

It would be a good idea to talk to those organisations already working with the group to be involved. These could be organisations in the public, private, voluntary and community sectors.

You may want to further explore the needs of the group by holding interviews or a focus group. By learning more about the group you will get a better idea about how to promote your project to them and address the barriers they face.

Inform the group of what you're doing

As you inform yourself, you will learn more about how to reach the group you would like to engage. For example, you may learn about particular meeting places or services you could visit.

You also need to think about how the group would like to access information, for example, leaflets from an organisation, regular mailings, meetings, radio, internet or events.

When you produce information, you need to consider the format. We know that the way in which information is given can either facilitate inclusion or create a barrier. Ask the group up front about the best way for information to be exchanged. Remember that it cannot be effective if it does not meet their needs. You may want to consider things like - writing in plain English, producing easy read or large print documents, using interpreters (different languages, including BSL), note takers or arranging loop systems or audio support. You could also consider making use of technology to produce video diaries, Youtube clips, music or photos. These can all be effective ways to involve the group and to document their experiences and contributions.

The barriers

Once you know what barriers exist for the group you can think about how to remove them. Below are some common issues to consider:

- How accessible is the space you are meeting / conducting research activities?
- How accessible is the information you are providing participants? Will it make them feel included, or like you are writing for someone else?
- Is the venue an accessible, welcoming and appropriate venue for your work?

- Is there accessible transport to and from the venue, and do you need to pay travel costs for your participants to allow them to engage?
- What other commitments or events do you need to consider? For example, school holidays, festivals, times to worship, regular meetings and group times
- Do you need to think about the caring responsibilities of those you want to involve? Do people need support with this to be able to give their time to your project?

Past experiences may mean that disabled people aren't interested in your project. For instance they may well have experience of participating in research or consultations and not being informed by the research findings. They may remember feelings of disempowerment around being cast as research 'subjects' instead of partners. If people have been let down or betrayed in the past then they will be very wary of investing anything in such a project again.

Your attitude is crucial. The practical really helps. Find out what an individual's reasonable adjustment requirements are in time to ensure they are met.

Consider in advance, how people may be part of your coproduction process and be clear about their value. Discuss past experiences and explain how your project will do it differently. Make clear what you can do and why you believe it would be beneficial to all involved to have their experience included. Do not make promises you cannot keep. This all takes time. Be prepared to build relationships. Be genuine.

Why do we want the information about who you are including in your project?

The BIG Lottery is committed to valuing diversity and promoting equality of opportunity as a grant maker. They require the DRILL Programme to follow their equality and diversity guidance. The DRILL Programme therefore requires their grant recipients to do likewise.

The DRILL Programme wants to know who benefits from the projects we fund. If we are not building a better evidence base about approaches that enable all disabled people to live independently then we need to change what we're doing.

The DRILL Programme also wants to learn how our projects impact on disabled people who may also face multiple barriers as described above

The DRILL Programme will then share what we have learnt. By doing this we will be able to support projects to have the biggest impact possible.

Why is it useful to you?

- By gathering the correct equality and diversity information you'll be able to find out who is benefiting from your project
- You will be able to ensure you're reaching the disabled people that you should
- You will be able to make changes to your project to increase its effectiveness
- Celebrate your good practice in coproduction and inclusivity and share it with us and others

How will we use the information you give us?

- If we believe that your project isn't reaching all those who could benefit or if there's an issue with the way you're gathering your evidence then we may ask you to make some changes
- When you're finished we'll be able to assess how effective you've been in promoting equality and diversity, and your impact
- The DRILL Programme will collate the equality and diversity information from all DRILL projects. This will help us assess how effective we've been in supporting all disabled people to achieve independent living
- The DRILL Programme aims to leave behind a legacy in relation to its impact on disabled people achieving independent living. It also aims to leave a legacy of increased experience, knowledge and skills within disabled people's organisations in relation to achieving independent living. This information will help us to evidence this legacy