

Applying for a Research Grant



Leading Learning through
Action-led Research and Innovation

Application Form

Please read the 'Guidance on making your Application' before completing this Application Form

About your collaboration of schools/partners: please answer **ALL** questions

- 1. Name and full contact details of the Lead School.**
It is important that you include an email address and a telephone number.

- 1. Name of Headteacher of Lead School and the Research Lead (if not the headteacher).**

Headteacher: _____

Research Lead: _____

- 3. Names of Schools and other organisations (if applicable) in your proposed collaboration.**

- 4. Your Research Question and the proposed title of your research. (These may be provisional).**

- 5. Please tell us how you heard about The Laurel Trust Funding.**

Gaining a clear picture...

In order that we can gain a clearer picture of the research or innovation you are planning please write an outline covering the following points. **It is important that you do not exceed 2,000 words overall.**

It may be easier for you to use a mixture of brief descriptive text and bullet points. It would be helpful if you could cover the following points:

6. Tell us about the background/context in which you are conducting your research and the nature of your collaboration.

7. Please write a brief description of the intended research or innovation and the impact you hope to achieve for the children and adults involved. Most importantly what will be better for children/young people because of your research?

8. Please confirm that you understand the principles below and that they will be reflected in your research practice

- research should aim to maximise benefit for individuals and society and minimise risk and harm
- the rights and dignity of individuals and groups should be respected
- wherever possible, participation should be voluntary and appropriately informed
- research should be conducted with integrity and transparency
- lines of responsibility and accountability should be clearly defined
- independence of research should be maintained and where conflicts of interest cannot be avoided they should be made explicit

Yes, I confirm

9. We feel it is essential that all research includes professional development to build skills and confidence and to foster sustainability and longevity. Briefly describe the professional development which would support your research and its sustainability.

10. Tell us how you will monitor and evaluate your research, especially the impact you wish to achieve for children, teachers, parents/carers, families or the community. The intended impact on different stakeholders will depend on the nature of your research.

11. Please explain how your research is intended to benefit children from educationally disadvantaged backgrounds.

12. Have you any initial ideas about how you might disseminate your work beyond your collaboration so that other schools and the maximum number of children and teachers benefit?

Money Matters

13. It is important that you say how much grant-funding the collaboration of schools is applying for and give an outline of proposed expenditure. *Please note that whilst we will allow a grant to be used for supply-cover we do not allow the payment of salaries or any kind of expenditure which are part of normal school life; it is important to refer to the Allowed Expenditure Document which is part of the application advice.*

14. Please give your thoughts about how you might make a contribution to support your research. Your contribution is likely to be in terms of time, resources, venues or expertise. Again, it is helpful if you can give an indication of the costings. *For example: X number of staff days, resources etc.*

15. Please explain briefly how your research will leave a learning legacy across the collaboration.

16. Please identify the risks associated with the running of your research project and how you might mitigate these (eg long term absence of Research Lead might be mitigated by having a colleague shadow from the outset).

Please confirm that the proposed lead school has talked to Board of Governors/Board of Trustees about their intention to submit an application to The Laurel Trust.

Signature of Headteacher of Lead School. _____

Signature of the Chair of Governors or Trustees. _____

Please read the important notes on the following page.

Important Steps

- **Go to The Laurel Trust website and submit your on-line application before 5pm on Tuesday 25 February 2025. Please also email a copy to our Consultant Director, Derrick Brett: Brett.Associates@outlook.com**
- **Once you have completed your on-line application, please go to the Data Protection Page and the Permission to Contact Form and complete and submit both. This is an extremely important step as we cannot process your application or contact you without the completed permission.**
- **Please post a completed hard copy of your application signed by the Headteacher and Chair of Governors/Trustees to:**
Derrick Brett, Consultant Director
The Laurel Trust c/o Stone King LLP
Boundary House
91 Charterhouse Street
London
EC1M 6HR
- **It is important that you do not just apply online but keep an additional copy of your application for reference.**

What Next?

When your application is received it is anonymised and the Trustees' Selection Panel make their judgements and decisions based on how your collaboration meets the criteria set, the quality of your submission and the impact your research or innovation is likely to have.

You will be contacted about the result of your application before the end of March 2025.

If the Trustees wish to take your application further you will be invited to a Zoom discussion in January 2025. The meeting will be with a small panel of Trustees so that they can gain a fuller picture of your intended research, your partners and the nature of the collaboration and raise any points for clarification. Successful applicants will be advised of the outcomes so that they can begin their presentation research in the Summer term.

It is anticipated that this cycle of research would be completed and a report submitted by January 31, 2027.

The final grant award is dependent upon you completing an action plan, timeline and indicative budget and submitting this to the Board of Trustees at the start of your research.

In addition, the Lead School will be asked to sign our partnership agreement with The Laurel Trust which sets out the terms of our contract with you.

Permission to Contact Reply Slip in compliance with GDPR

I consent to my name, email address, professional or voluntary role and workplace address and other necessary contact details being held and controlled by the Laurel Trust for the legitimate processing of such data in the reasonable pursuance of the Trust's charitable, public benefit functions as a grant making organisation, dedicated to the advancement of education.

Full name

email address

Signed