Burdett Grant Application Form

Note: Your privacy is very important to us. To better serve you, the form information you enter is recorded in real time.

Please ensure that all sections of this application form are completed and please do not refer to any attached documents or send any information by separate cover.

Please note that you can save and return to this form at any time by clicking Save and Resume Later at the bottom of the page

Please ensure your application form includes a detailed financial breakdown, project plan, timeline, clear measurements and clear deliverables (outcomes).

You will be asked to refer to these points in your reporting requirements.

Section A - Summary Information

A1   Name of Organisation*

A2   Please describe the project/funding request in no more than 25 words. This description is very important and should the application be successful it will appear on Burdett's website*

A3   What is the total cost of the project?*

A4   How much is being requested from the Burdett Trust?*

Section B - Organisation and Contact Details

B1   Department or Section (if applicable)

B2   Organisation Street Address*

         Town*

         County

         Post Code*

B3   Organisation's Telephone Number

B4   Organisation's Website Address

B5   What is the legal status of the organisation i.e. registered charity, NHS Trust etc*

B6   In what year was the Organisation (A1) or if applicable the Department/Section (B1) formed?

         Name of the lead contact - i.e. the person responsible and accountable for the project

B7   Contact Title (Mr, Ms etc)*

         Contact First Name*

         Contact Surname*

B8   Lead contact's role within the organisation*

B9   Lead contact's credentials*

B10   Lead contact's role on project*

B11   Lead contact's email address*

Lead contact's postal address *(please leave blank if same as organisation address previous entered)*

B12   Contact Street Address

Contact Town

Contact County

Contact Post Code

B13   Who will represent the lead contact in their absence? Please provide a name and contact email address*

B14   Please provide the names and email addresses of principal representatives of other organisations to be involved in the project, together with an explanation of their role – e.g. co-applicants, partners, contributors, placement hosts or special advisers*

(Maximum 1,250 characters including spaces which is about 200 words)

B15   If the lead organisation has a partner on the application, please confirm the role of that partner *

(Maximum 1,250 characters including spaces which is about 200 words)

B16   Please explain the projects co-production, user and patient involvement*

(Maximum 1,250 characters including spaces which is about 200 words)

Section C - Your Project Proposal

C1   Please summarise the aims, objectives and activities of the organisation/department submitting the project proposal - please include patient numbers*

(Maximum 1,250 characters including spaces which is about 200 words)

C2   In broad terms which geographic area is served by the organisation?*

If more than one area applies, please select the most appropriate

C3   What is the geographic target area for this particular project?*

If more than one area applies, please select the most appropriate

C4   What are the aims of the project?*

(Maximum 1,250 characters including spaces which is about 200 words)

C5   Why is this project needed? Cite relevant evidence where possible*

(Maximum 1,250 characters including spaces which is about 200 words)

C6   What is the method of the project? *

(Maximum 1,250 characters including spaces which is about 200 words)

C7   What methodology will you use to achieve your stated aims and objectives?*

(Maximum 1,250 characters including spaces which is about 200 words)

C8   What is the project plan?*

(Maximum 1,250 characters including spaces which is about 200 words)

C9   What are the intended outcomes of the project?*

(Maximum 1,250 characters including spaces which is about 200 words)

C10   What measurement and data analysis will be used?*

(Maximum 1,250 characters including spaces which is about 200 words)

C11   What evaluation will be completed?*

(Maximum 1,250 characters including spaces which is about 200 words)

C12   How does your project fit within our grant programme? *

(Maximum 1,250 characters including spaces which is about 200 words)

C13   Describe how this project will empower nurses and in what way will it be nurse-led?*

(Maximum 1,250 characters including spaces which is about 200 words)

C14   What changes do you expect to see as a result of the project, both short term and long term? *

(Maximum 1,250 characters including spaces which is about 200 words)

C15   What are the projects Key Performance Indicators?*

(Maximum 1,250 characters including spaces which is about 200 words)

C16   Please explain how your project will use and take advantage of new technologies*

(Maximum 1,250 characters including spaces which is about 200 words)

C17   What arrangements will be in place for project management?*

(Maximum 1,250 characters including spaces which is about 200 words)

C18   What arrangements will be in place for project oversight?*

(Maximum 1,250 characters including spaces which is about 200 words)

C19   What arrangements will be in place for independent advice?*

(Maximum 1,250 characters including spaces which is about 200 words)

C20   What arrangements will be in place for external scrutiny?*

(Maximum 1,250 characters including spaces which is about 200 words)

C21   Does your proposal offer an interprofessional approach and if so, how?*

C22   How will the learning and outcomes from the project be disseminated to others?*

C23   Please explain how you will sustain the project and the future plans*

C24   Please explain any legal (e.g. data protection) and ethical (e.g. consent) issues that may arise from the project and how these will be handled; and for any evaluative/research strand, reference to the need or otherwise for ethics approval and appropriate arrangements for research governance*

C25   What is the proposed project start date?*

Section D - Financial Information

D1   Please explain the full economic costs (FEC) of the project to your organisation (the answer you gave to question A3) Please note that the Trust does not fund on a FEC basis and applicants should refer to the guidance material for cost elements that will not be funded*

The full economic cost (FEC) of a project is the full cost to the institution undertaking the activity

D2   Please explain the sum you are requesting from the Trust (the answer you gave to question A4) and which 'directly incurred costs' this will cover*

D3   What other funding applications have been made for this project and what is their current status?*

Section E - Financial Documentation

Please attach a project budget highlighting which 'directly incurred costs' you are asking the Burdett Trust to cover*

Maximum document size 2MB and file format accepted PDF, Excel, Word

Important Information For All Applicants

Please ensure that you have read Burdett Trust's Grants Terms and Conditions and Privacy Policy and your organisation is willing to agree to these in the event of a grant award being made. Please note that the grant terms cannot be varied and form part of our grant offer.

Please also note that we may require additional information and documentation from you during the grant assessment process, which may include the C.V.s of key individuals involved in your project.

DATA PROTECTION

The Burdett Trust takes your privacy very seriously and will only collect personal information from you where it has a legitimate reason to do so and/or you give your explicit consent. The Trust requires your assurance that personal data included in your application about any other individual is supplied with his/her consent.

Submitting an application form to the Trust confirms this consent and assurance.

Confirm Consultation

Please confirm lead contact has consulted the finance department of lead organisation before this proposal has been submitted*

Please Note: Only click 'Submit Form' button once as the attachments need time to upload. Thank you.