

**Douglas Bomford Trust**

**Guidance for applications  
for funding research & other proposals**

<b>Key points</b>	<b>Details required</b>	<b>Other factors and information to consider</b>
1. Project Title	A succinct and accurate description of the activity.	
2. Project Summary	Purpose of the project or activity. (500 words max.)	Why is it necessary? eg: <ul style="list-style-type: none"> <li>• Circumstances that led to the proposal.</li> <li>• Who suggested the project, and why.</li> <li>• What “knowledge gap” is it aiming to bridge.</li> </ul>
3. Outcomes/ Benefits	Expected measurable outcomes and /benefits that will arise from the ‘project’ (in line with the Trust’s objectives).	<ul style="list-style-type: none"> <li>• What will be delivered?</li> <li>• What will change as a result of doing the project? eg: <ul style="list-style-type: none"> <li>- New equipment or production method</li> <li>- Increased efficiency of an operation (by x%?)</li> <li>- Reduced operating costs (by y%?)</li> <li>- Documentation</li> <li>- Software</li> </ul> </li> <li>• How will the findings be communicated / disseminated? Who to?</li> </ul>
4. Any additional outcomes that will ‘add value’.	A convincing statement, eg considering: personal development, developing relationships within the industry/with other organisations.	<ul style="list-style-type: none"> <li>• Students’ personal motivation and how it will help to build their career, eg to gain experience with a new technology.</li> <li>• Any influence on (organisation or government) policy.</li> <li>• Implications of Intellectual Property Rights.</li> <li>• Any health, safety or environmental implications.</li> </ul>
5. How the project will be carried out, and timescale.	Projected start / end date, key activities and milestones.	The Trust should be consulted on: <ul style="list-style-type: none"> <li>• Selection of the candidate (if possible), considering their suitability, aptitude and competence to complete the study.</li> <li>• Project management – monitoring and supervision arrangements.</li> <li>• How technical or other challenges will be addressed.</li> </ul>
6. Any exclusions	Scope of the project clearly defined, stating anything not to be covered.	For example, any ‘deliverables’ not included in the first phase of a project, but which may be investigated subsequently. [nb. This may enable a project to be completed within time and resource constraints, but such issues should be recorded in the ‘out of scope’ section so they are not over-looked for future projects.]
7. Resource requirements	Expertise, facilities, etc.	<ul style="list-style-type: none"> <li>• Any specific items required.</li> <li>• Any additional scientific/technical input needed.</li> <li>• Liaison with other Departments, joint supervision, etc</li> </ul>
8. Outline budget	Identify all appropriate items and other expenses	Including relevant: <ul style="list-style-type: none"> <li>• course fees</li> <li>• stipend</li> <li>• living &amp; travel costs</li> <li>• materials and equipment</li> <li>• contribution to overheads</li> <li>• support staff</li> <li>• other costs, (eg. equipment hire charges, specialist fees, laboratory charges).</li> </ul>

9. Co-sponsors	Organisations already committed, or approached.	<ul style="list-style-type: none"> <li>• Level of funding obtained / applied for from other sources.</li> <li>• When will this be confirmed?</li> </ul>
10. Other stakeholders	Any other individuals or organisations involved.	<ul style="list-style-type: none"> <li>• How will progress be monitored, ie jointly or separately?</li> <li>• Who leads?</li> </ul>
11. Organisation details	Structure and contact details (address, email, phone).	<ul style="list-style-type: none"> <li>• Details of 'parent' / host organisation or institution,</li> <li>• Project supervisor(s)</li> <li>• Any other 'core' Team Members (if appropriate).</li> </ul>
12. Any Constraints, Concerns or Risks (to completion and delivery)	Anything that could affect the project and prevent it from being successful.	<p>For example:</p> <ul style="list-style-type: none"> <li>• Inadequate budget</li> <li>• Doubts over co-sponsors continued support</li> <li>• Resource availability</li> <li>• Work schedule limitations</li> <li>• Adverse weather/ seasonal constraints.</li> <li>• Organisational policy and/or (international) government regulations</li> <li>• Confirm any significant health and safety implications (in carrying out the work) have been addressed. <i>[NB. This should be the responsibility of the host Institution, and stated in the Contract.]</i></li> <li>• Loss of supervisor or other key team member.</li> <li>• Potential contractor performance failures, experimental errors (eg on-farm plots treated incorrectly).</li> </ul>