**Text

Description automatically generatedSmall Project Grants**

**Application Form**

**Return completed application to** [**global-philosophy@contacts.bham.ac.uk**](mailto:global-philosophy@contacts.bham.ac.uk) **by 30 APRIL 2021**

|  |  |
| --- | --- |
| Project Details | |
| Project Title: |  |
| Proposed project start date: |  |
| Proposed project end date:  (**No later than 15th December 2022**): |  |
| Budget requested (in GBP; all grants will be paid in GBP): |  |
| Principal Investigator: |  |
| Position: |  |
| Host Organisation:  [Letter of support required] |  |
| Postal Address: |  |
| Email Address: |  |
| Co-Investigator (if appropriate): |  |
| Position: |  |
| Organisation: |  |
| Postal Address: |  |
| Email Address: |  |
| Project SummaryPlease provide an abstract summary of your project. This should be no more than 400 words. You should briefly state:   * The aim of the project; * The specific research questions the project will help to answer; * Why the project is needed, and how it relates to the wider aims of the Global Philosophy of Religion Project; * The project activities; * The outputs to be produced through the project activities; * The anticipated impact of the project. | |
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| Project Description Please use this section to tell us about your proposal in detail:   * The project activities including guiding research questions; * The need for this project; * Relevance of the project to one or more of the three themes of the Global Philosophy of Religion Project; * How the project will address the aims of this Small Project Grants scheme and the Global Philosophy of Religion Project.   This should be no more than 1500 words. |
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| Project Outputs Use this section to describe the project related outputs, i.e., tangible products that will be completed during the lifetime of your project, such as data sets, articles, books, blogs, podcasts, videos, events, conferences and presentations. Please give details of how you will evidence these outputs as part of a final project report. (\*If you expect to produce an article or book, we recognise that you will not be able to secure final publication during the lifetime of your project. In which case you can provide details of what you will report on. For example, for a journal article a final draft of the paper and details of the journal to which it has been submitted, or for a book, a copy of the proposal or sample chapters and/or a confirmation letter from a publisher.) This should be no more than 1000 words. |
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| Project Personnel Please provide information about project members. This should be no more than 500 words. (Attach CVs of all personnel.) |
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| Project Budget Narrative Please give the overall amount requested in GBP and a detailed outline and description of each item of the expenditure in each of the budget lines in Annex 1: Project Budget Template below. This should include a full breakdown of how each figure in the budget was calculated. This should be no more than 1000 words. (Complete Annex 1: Project Budget Template below.) |
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| Project Timeline Please give details of your project timeline. Itemise the main project tasks and milestones including outputs. This should be no more than 700 words. (Complete Annex 2: Project Timeline Template below.) |
|  |

Checklist of additional documents to include:

* 2-page Curriculum Vitae (CV) for each applicant and team member: Yes / No
* Signed letter of support from the host institution(s): Yes / No
* Completed Annex 1 and Annex 2 below: Yes / No

If you have answered ‘No’ to any of the above, please give a short explanation below:

**Annex 1: Project Budget Template**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **Request Amount** | **Additional Funding (if any)** |  | **Total Project Cost** |
| **Personnel Employed by Lead Organization** | **Line** |  |  |  |  |  |
| Name | 1 |  |  |  |  |  |
| Name | 2 |  |  |  |  |  |
| Name | 3 |  |  |  |  |  |
| Name | 4 |  |  |  |  |  |
| Personnel Benefits | 5 |  |  |  |  |  |
| Personnel Sub-Total | 6 |  |  |  |  |  |
| Travel, Lodging & Meal Expenses | 7 |  |  |  |  |  |
| Lead Organization Total | 8 |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Personnel Employed by Another Organisation** | |  |  |  |  |  |
| Name | 9 |  |  |  |  |  |
| Name | 10 |  |  |  |  |  |
| Name | 11 |  |  |  |  |  |
| Name | 12 |  |  |  |  |  |
| Name | 13 |  |  |  |  |  |
| Name | 14 |  |  |  |  |  |
| Personnel Benefits | 15 |  |  |  |  |  |
| Personnel Sub-Total | 16 |  |  |  |  |  |
| Travel & Lodging Expenses | 17 |  |  |  |  |  |
| Total | 18 |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Additional Project Related Activities** |  |  |  |  |  |  |
| Website | 19 |  |  |  |  |  |
| Data Collection & Analysis | 20 |  |  |  |  |  |
| Equipment / IT / Software | 21 |  |  |  |  |  |
| Travel & Lodging | 22 |  |  |  |  |  |
| Other | 23 |  |  |  |  |  |
| Additional Project Total | 24 |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Grand Total** | 25 |  |  |  |  |  |

**Annex 2: Project Timeline Template**

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| --- | --- | --- | --- | --- | --- | --- |
| Year | 2021 | | 2022 | | | |
| Month | Jul - Sep | Oct – Dec | Jan – Mar | Apr – Jun | Jul – Sep | Oct – Dec |
| **Key Project Activities** | Please itemise the main project tasks and milestones, including outputs. List each activity and mark each quarter of activity with an X. | | | | | |
| Activity 1 |  | X |  |  |  |  |
| Activity 2 |  |  | X |  |  |  |
| Activity 3 |  |  |  | X |  |  |
| Activity 4 |  |  |  |  |  | X |
| Activity 5 |  |  | X |  |  |  |
| Add more lines if needed …. |  |  |  |  |  |  |
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