

SLN:COP Innovation Fund

Sample application form 2018 / 2019

Application deadline - 9th December 2019 Midnight

Late applications or those that do not meet the eligibility checklist cannot be considered

This is a sample application to demonstrate the questions you will need to answer on the application form. The application process is via Awards Force, an online application process. In order to progress your application to the online process you will need to discuss your idea in detail with a member of the SLN:COP team – full contact details are on the guidance notes available at www.sussexlearningnetwork.org.uk

Name of Project:

Total budget your project is requesting from the Innovations Fund?

Name and contact details of lead partners:

Name and position	Organisation	Email and Telephone

Please tell us about any other partners involved in the project:

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Eligibility checklist:

- Your project can begin by January 2019
- Your project can complete by the end of June 2019
- You can engage with the evaluation activities of the SLN:COP
- You can adhere to the required reporting for the Innovation Fund
- Due diligence has been carried out with named partners
- Your bid has been seen and approved by the colleague/s in your organisation required to authorise your role in the project.

1. Overview and Aims

- Please provide an overview of your project, including rationale and aims
- Please outline the intended outcomes of your project (this should include specific plans for sharing the outcomes of your work)

2. Meeting the Criteria

Please show how your project meets the following criteria - you should make direct reference to the guidance notes.

NCOP FUNDING AIMS	
PARTNERSHIP and MUTUAL BENEFIT	
INNOVATION	
DISSEMINATION	
EVALUATION	

3. Your Budget

- Please tell us why it is appropriate that funding comes from the SLN:COP Innovation Fund for your project.
- Please tell us about any other funds, if any, which contribute to the project.
- A detailed budget template will be provided on Awards Force which you will be required to complete before submitting your application.

4. Project Delivery Plan

A project template will be provided on Awards Force asking you to outline the detail and timings of how you plan to undertake your project:

Task/Activity	Who will deliver	Start	Finish	Outcome