

HOMEOPATHY ACTION TRUST

Guidelines for Project Funding

Homeopathy Action Trust actively encourages applications for UK Projects that fit in with our aims to further research and encourage accessibility in homeopathy.

ESSENTIAL CRITERIA

1. One member of the Project team must hold current registration of at least two years duration with a professional homeopaths association. Please consider the use of external homeopathic supervision where appropriate.
2. The Project must be fully monitored and evaluated and results should be made available to Homeopathy Action Trust. We may negotiate with you the monitoring and evaluation tools used in this process.
3. The need for the Project must be clearly demonstrated.
4. The Project will be featured in Homeopathy publications, in print and online. It may also be disseminated in other publications or by other means if appropriate.
5. Homeopathy Action Trust representatives may make visits to the Project as part of our support process.

APPLICATIONS

All applications must be made on our Application for Project Funding Form. We give here a general guide to help you with your application. If you do not cover all these points properly, we will have to contact you for more information and this will delay the decision on your application.

Please make your application clear and to the point.

Points you should include in your description of the Project:

- The background to the problem you want to tackle
- Why is your Project needed?
- Are you building on earlier work, done by your organisation/clinic or by others?
- How will you avoid overlap with other organisations/groups?
- How will service users benefit from the Project?
- What are the aims of the Project?

The timescales

You must tell us when you want the Project to start and how long it will run. Remember to apply at least six months before you intend to start the Project.

The cost

Your budget should include:

- The full costs of the Project
- The exact amount you are asking for from Homeopathy Action Trust

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- A very clear, itemised breakdown of costs
- Details of how you arrived at these figures
- If you are not asking for the full cost of the Project, please tell us how you intend to raise the rest

Project Management

- How will the work be supervised and managed?
- What is your own or your organisation/clinic's track record in this field?
- Why are you the right person to undertake this Project?
- How have you assessed and mitigated the risks in this Project?
- Are you insured against these risks?

Monitoring and Evaluation

We believe monitoring the Project and evaluating its success are extremely important and you should tell us what plans you have for this.

Monitoring means collecting information to see what progress you are making and we expect you to include:

- Keeping a record of the facts and figures about your work
- Asking users what they think of your work
- Getting progress reports from the people managing, or working in, the Project
- Organising meetings of the Project team to discuss the work and any problems, successes or new developments
- Checking that you are getting, and giving, value for money

Evaluation means using the information you have collected from your monitoring to see what you can learn from the work so far. For instance:

- Have your methods been successful in doing what you set out to do?
- How does your approach compare to other ways of tackling the problem?
- What have you learnt about how to develop this kind of work, in relation to your staff, your clients or other organisations?
- Have you learnt anything that might help future Projects?

Ongoing

For the future, we would like to see evidence of sustainability and on-going funding for each Project

We would like to encourage matching funding for Projects where possible.

SHARING THE LESSONS YOU LEARN

We will expect feedback on progress of the Project and, if it lends itself to photographs, these would be appreciated for inclusion in our publications, in print and online.

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HOW WE WILL DEAL WITH YOUR APPLICATION

If we do not normally make grants for your work, we will write to you as soon as possible to tell you that we cannot help you. If we do normally fund the kind of work that you do, we will look into your application more closely. This may involve speaking or meeting with you and asking for confidential, external advice. This helps our Trustees to learn more about your work, but it does not guarantee that a grant will be made. Applications need to be submitted at least six months before the project starts.

EXCLUSIONS

The Trust will not currently consider applications for:

- Endowments
- Payment to a fundraiser or the cost of organising fundraising appeals
- Administrative costs of charities acting as intermediaries for research applications

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Application for Project Funding

Project Number: Please complete using BLOCK LETTERS

Name of Lead Applicant:

Address:

Address:

Address:

Email:

Telephone:

Name of Payee:
(if funding is successful)

If the application is being made on behalf of an organisation, please enter details below:

Name of Lead Applicant:

Address:

Address:

Address:

Email:

Telephone:

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Brief Description of Project:

In addition, please include a letter, no longer than one side of A4, setting out your vision for the Project in more detail, and any other supporting documentation.

Who does the Project benefit?

.....

How will it benefit them?

.....

Location of Project:

Duration of Project:

Anticipated Date of Commencement:

Names and Professional Affiliations of those involved in the Project:

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Sum Required:

Please provide a detailed Budget of how the Funding will be used:

How will the Project be managed?

How will the Project be monitored and evaluated?

Please provide evidence you have of involving Service Users in the planning and design of the Project:

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How would you show evidence of sustainability for the Project in the future?

Please give details of funding from other sources, either applied for or received previously:

What insurance do you have in place to mitigate against the Project's risks?

Are you a member of Homeopathy Action Trust?

YES/NO

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Declaration:

I wish to apply for Project Funding from the Homeopathy Action Trust and confirm that all information supplied is true to the best of my knowledge.

I enclose the following:

- My supporting letter
- THREE collated copies of my Form, letter and all supporting documents

If my application is successful, I agree to submit written reports to Homeopathy Action Trust for publication.

Signed:

Date: