

Guidance Notes for applicants

Before completing an Expression of Interest, you are encouraged to:

- Attend a Culham St Gabriel's '[Applying for a Grant Seminar](#)'. These are usually held at least once each term.
- Talk through your initial/rough ideas with our CEO, Kathryn Wright. You can email Kathryn at ceo@cstg.org.uk

Experience and expertise in the field of Religion and Worldviews education: This is limited to 300 words. Briefly outline how you and/or your organisation have contributed to the field of Religion and Worldviews education, particularly over the last 3 years.

Title of your project: You have up to 10 words to give a name to your project

Aims and Impact: What is the big change you want to see? This is the broader, longer term change you want to contribute to. An example would be: *to improve public perception of an education in Religion and Worldviews*. You can explain why this is particularly important to you and/or your organisation. This is limited to 100 words.

Specific Aims: What is the **change you/your organisation** want to create? We suggest you use sentence stems such as, to reduce.... to increase... to improve... Between 3-6 bullet points is probably about right depending on the size of your project. An example would be: *To improve parents' understanding of the importance of Religion and Worldviews as a curriculum subject*

Outcomes: Thinking about your aims, what **difference** will you/your organisation make? We suggest you use sentence stems such as, increased... improved.... reduced....more... fewer... Between 3-6 bullet points is probably about right depending on the size of your project. Two examples would be: *Improved Key Stage 2 parental attitudes towards Religion and Worldviews* and *Increased understanding of the Religion and Worldviews curriculum by Key Stage 2 parents*

Objectives: How will you **deliver** your project/intervention? In a general sense what types of delivery will you use. Again around 3-6 bullet points is appropriate depending on the size of your project. Some examples would be: *to offer information, to run events, to undertake a survey*

Outputs: Thinking about your objectives, what specific outputs or interventions have you considered at this stage? This may be difficult to say for definite at this stage as it may depend on a number of factors. However, giving some indication will help Trustees understand further the nature of the specific project. Some examples would be: *Writing an evaluative report about current parental attitudes based on a survey, creating a leaflet for Key Stage 2 parents about Religion and Worldviews, showcasing of Religion and Worldviews at an after-school event*. Again around 3-6 bullet points is about right in this section.

Personnel: Name the team members who would work on this project with job titles as appropriate. If you are not sure at this stage you might give a general title such as Education Adviser, Early Career Researcher....

Outline costs of the project: This is a summary of the costs for different elements of your project. This should include the full cost of the project even if you are only applying to Culham St Gabriel's for a small amount of the overall costs. You state (if known) other sources of funding for the project, including self-funding.

Amount of funding you are applying for in this application: State clearly how much you are applying to Culham St Gabriel's for. In the Expression of Interest this can be given as a single figure.

Project timeline: Please indicate the proposed start and finish and any key milestones.

Explain how your specific aims and outcomes align with CSTG strategic objectives. This is a very important part of the application. You should read carefully the Trust's vision, mission, values and current strategic objectives which are available [here](#) and [here](#): The Trust has one priority area which is an education in Religion and Worldviews. An explanation of this is given [here](#), along with the criteria on which grant applications are assessed. You have up to 300 words in the expression of interest to show how your proposed project links to the Trust objectives.

Additional Information about your project: In this section you may want to elaborate on your specific context, a particular need, give more detail of how the project will work and so on. If your expression of interest is taken to a Stage 2 application there will be much more opportunity to expand on your project. This section has a 300-word limit.

If you have any questions about completing the Expression of Interest please email ceo@cstg.org.uk