

neaco 2020/21 School Grant Application Form – PREVIEW

Do not submit this form – all applications must be completed and submitted online at www.neaco.smapply.io

Welcome to the neaco 2020/21 School Grant Application

Grants are available to enable innovative approaches by schools and 6th Forms in achieving neaco's mission of supporting target students to make informed decisions about their future – particularly around progression to Higher Education – and to embed systemic change around Information, Advice and Guidance (IAG) provision in target schools.

Applicants can apply for funding to deliver **student experience projects**, invest in **staff CPD courses** which provide outcomes aligned to neaco's mission, or acquire **online IAG services** that support neaco goals.

Before completing your application we recommend you read our eligibility and criteria guidelines on [our website](#) and the **application guidelines** provided below.

Grant applications should be for between £1500-£4000 and will only be awarded to bids submitted by neaco Target Schools and 6th Forms in East Anglia. Target Schools/6th Forms may only submit a school grant bid if their Partner University is satisfied in their level of engagement with local neaco provision.

All projects must be completed and your data and evaluation submissions returned by Friday 26th March 2021. If you have any questions about completing the form please get in touch with us at funding@takeyourplace.ac.uk or by calling 01223 336187.

The application form may take 60-90 minutes to complete. In order to prepare to complete the application, we recommend that you;

- Give thought to what our **funding would best enable you to explore, learn or achieve** in order to make a positive and sustainable change to the progression outcomes of target learners in your school or 6th Form – you may gain more valuable experience from an unsuccessful experiment than from a straightforward activity reliant on funding to repeat.
- **Discuss your initial ideas** with your target audience, Higher Education Champion (HEC) and Senior Leaders to identify the most appropriate bid and the level of funding, and gain buy-in.
- **Consider the time frame and logistics** of your bid. Allow yourself time for the unexpected.
- Consider other programmes or institutions locally with whom you could **collaborate to increase impact**. Suggest the idea to key parties to gauge interest and availability first.
- Ask for a **written supporting statement from your HEC** to include in the application
- **Review your bid with your HEC and key stakeholders prior to submission**, to ensure you are all clear on the proposal, and your next steps should your bid be successful.

You can save a partially completed application form and return to it later. Once you have submitted your application you will not have any further opportunities to amend it.

We expect to run four grant phases from April to October 2020. Grant applications will be reviewed approximately every 6 weeks (aside from over the Summer holidays). See our review process [here](#).

Application stages:

The application consists of 5 sections as listed below. Where responses are mandatory, you will not be able to advance through the application until that response is completed.

1. Applicant and School Details

Please provide your main contact details and those of your institution.

As the bid writer, you will be responsible for accounting for the grant money awarded and accepting our terms and conditions. You will also be responsible for returning the data and reporting requirements back to us.

2. Data, Evaluation & Reporting Agreements and Terms and Conditions

You are required to agree to our Data Protection statement, Evaluation and Reporting Requirements and Terms and Conditions in order to complete and submit your application.

3. Project/CPD/Service Description

Please provide a clear and concise description of your project, your objectives and outcomes achieved by delivering your project, and how your project aligns to neaco's values.

We also ask you to demonstrate how you will ensure your audience is engaged and takes part, and discuss any risks and mitigations you've identified.

neaco will use the information provided in this section to determine whether the project meets our objectives and criteria.

4. Audience and Delivery Details

Please inform us of your target audience, delivery timeline, locations and key delivery persons. We expect to see at least two thirds* of participants from neaco target wards, and that your programme is appropriately resourced in personnel and time.

*Low target pupil populations

Should your school or 6th Form have low numbers of target pupils, you may wish to combine year groups, consider a highly targeted scheme of work, or investing in training or equipment which can be piloted with your target pupils first. We recommend discussing your target population numbers and potential grant submissions with your Higher Education Champion prior to developing your bid, or by contacting neaco Central Team via funding@takeyourplace.ac.uk / 01223 336187.

5. Funding and Finance Details

Please state how much you are applying for from neaco, if you are utilising any other funding from elsewhere, and how the neaco funding will be allocated against key criteria.

For items that do not appear in the table please summarise the costs in 'Other' and provide further details in the comment box provided.

[Our website](#) provides a list of items that will not be funded by neaco.

STAGE 1 – Contact and School/6th Form details

Applicant and School/6th Form Details

Contact Details

You must be a person authorised to act on behalf of the school or 6th Form applying. As the bid writer, you will be responsible for accounting for any awarded funding and accepting our terms and conditions. You will also be responsible for returning the data and reporting requirements back to us.

Title:

First Name:

Last Name:

Role / Job title:

Direct telephone number/extension:

Email:

I am the primary neaco contact in my school/6th Form

- Yes
- No

School Details

County:

School:

Registered Address:

Postcode:

Phone Number (inc. area code):

Website:

Finance Manager:

Finance Email Address:

The contact details that appear on my school or 6th Form Invoices are the same as above.

- Yes
- No (i.e. Multi Academy Trust details)

Please select your Higher Education Champion for your School or 6th Form

(Select your HEC from the dropdown list)

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STAGE 2 – Agreements and Terms and Conditions

Data Protection, Evaluation & Reporting and Terms & Conditions Agreements

Please review the below agreements and confirm your agreement to each within the form. If you have any questions, please contact us at funding@takeyourplace.ac.uk.

Data Protection:

The **Network for East Anglian Collaborative Outreach (NEACO)** consists of the **University of Cambridge** (including its Colleges), **Anglia Ruskin University**, the **University of East Anglia**, **Norwich University of the Arts**, and the **University of Suffolk**.

All personal data provided will be processed and held by, and may be shared, within NEACO, for the purposes of the programme.

The data will be used by NEACO to evaluate your application and make funding decisions, and for research purposes including (but not limited to) evaluating the impact of NEACO and other third-party activities.

Your personal data will always be safeguarded under the terms of data protection legislation. Further information about how your personal information will be used is available at <https://www.takeyourplace.ac.uk/data-protection-information-for-teachers-and-key-contacts>.

If you wish to find out more about these uses of your personal data, or at any time wish to withdraw your consent for your data to be held and used, please contact us at info@takeyourplace.ac.uk.

I consent to my data being used in this way

Evaluation and Reporting:

To enable tracking and evaluation, on completion of your project you will be required to complete an End of Project Report in your Applicant Portal, and upload the below Participant Data gathered during your project (using the template provided).

Activity Data:

Activity Name, Location, Delivery Dates, Delivery Times, Contact Hours and Total Participants

Student Participant Data:

Full name, School Name, Date of Birth, Postcode, Gender

You will need to provide each participant with the neaco Data Protection Notice before sharing this data with neaco.

Parent/Community Participant Data:

Year of Birth, Postcode, Gender

Please **tick below to confirm you can collect and provide this data to us in full**, and will complete the End of Project Report, or to explain any barriers that will prevent you doing so. Should your project go ahead, failure to meet this requirement may result in your institution having to return provided funds, or available neaco funding to your school or 6th Form being reduced elsewhere.

- Yes I can collect and provide all data as required by neaco and in conformity with all data sharing protocols, and will complete the End of Project report.
- No I cannot collect and provide all data as required by neaco and in conformity with all data sharing protocols, or complete the End of Project Report.

What barriers prevent you from collecting the required data and/or completing the End of Project Report? How much of our required data and reporting can you provide?

This response is only required if you cannot meet our Data Gathering and Reporting requirements.

Terms and Conditions:

This agreement is subject to the precondition of the University determining that your application is successful. In the event the application is successful, The Chancellor, Masters and Scholars of the University of Cambridge, 'the University' (The Old Schools, Trinity Lane, Cambridge CB2 1TN) and **School Name, 'the Applicant' (**address, postcode**) agree the following:**

1. The University representing the Network East Anglian Collaborative Outreach (neaco) programme partnership shall pay the Grant (a sum to be determined solely by the University but not exceeding £4000 and subject to Clause 11) in two instalments to the Applicant with the aim of improving progression to higher education by students from underrepresented backgrounds as determined by neaco's targeting criteria
2. The Project will be subject to a progress review held with the University prior to the payment of each instalment of the Grant, and provided such progress review is found satisfactory by the University, the instalment will be paid into the Applicant's school bank account number on the attached form within 14 working days by the University upon receipt of a correct invoice from the Applicant and will not be increased in the event of any overspend by the Applicant.
3. The Applicant will only use the Grant for the purposes outlined in its Project as per the attached application form and may not use it to make any payments towards any commitments or expenditure entered into before the date of this Agreement, or vary the use

of the Grant without the prior written consent of the University. The project must be completed by 26th March 2021 and any unspent Grant or Grant paid in error will be returned to the University by 30th April 2021.

4. The Applicant agrees to keep records of its expenditure of the Grant and to provide documents relating to its expenditure of the Grant upon request to the University.
5. The Applicant will provide the University with a Final Evaluation Report on its use of the Grant and delivery and outcomes of its Project within 30 days of the end of its Project using the template provided. The Applicant will keep all records relating to the Project for six years from the 26th March 2020 and will produce these upon request by the University.
6. The Applicant will be responsible for ensuring the health and safety of its staff and volunteers where applicable and for compliance with all child protection policies and laws and have suitable safe guarding policy which will be provided to the University to check upon request.
7. The Applicant will comply with the neaco brand guidelines. For clarity, the Applicant shall not use the University's name, any adaptation or the name any logo, trademark or other device.
8. The Applicant shall comply with all reasonable requests from the University regarding visits, reports, statistics, photographs and case studies and promotional activities.
9. The Applicant will comply with all data protection legislation including the GDPR currently in force in England & Wales and will provide the attached data protection notice to all data subjects including all students (or parents if students are under age 13) for the processing of personal data.
10. If this Agreement requires the provision of personal data by the University to the Applicant then the Applicant warrants that it shall maintain procedures to ensure security of data accessed in performing the Agreement. The Applicant shall process such data only as instructed. The Applicant shall observe the General Data Protection Regulation 2016/679 ("GDPR") clauses, as set out at https://www.admin.cam.ac.uk/cam-only/offices/purchasing/forms/GDPR_clauses.docx, which will form part of the Agreement if the Applicant stores or processes personal data (all as defined in the GDPR) for the University.
11. The University may withhold payment or require repayment of any or all of the Grant instalments or terminate this Agreement if:
 1. The University is not satisfied with the outcome of the progress review held with the Applicant prior to the payment of each instalment (including the mid-point review) during the Project, or
 2. the Grant is used for purposes other than those set out attached, or
 3. the Applicant does not makes reasonable progress with the Project or
 4. the Project is unreasonably delayed or
 5. the Applicant acts negligently or
 6. the Applicant provides misleading or inaccurate information to the University or
 7. the Applicant breaches any data protection legislation or
 8. the Applicant including any employee, volunteer or associated person with it acts negligently or deliberately to the detriment of the Project or
 9. the Applicant is likely to or brings the University's or neaco's name or reputation into disrepute as determined solely by the University or
 10. the Applicant becomes insolvent or has financial difficulties or ceases to operate for any reason.
12. The Applicant warrants the information it has given on the application form is true to the best of its knowledge and that it has not omitted any information relevant to awarding the Grant.
13. If you wish to withdraw your application before the payment of the Grant you must do so by using the SurveyMonkey Apply site at <https://neaco.smapply.io>

14. Any complaint should be referred to the Project Manager of the neaco Programme to resolve, whose decision will be binding on the parties.

- I am an authorised representative of my school/6th Form and I agree to the above terms and conditions on their behalf**

- I confirm my school or 6th Form primary neaco contact and Principal/Headteacher are aware and supportive of this bid.**

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STAGE 3 – Project Application - Description

Project Application: Description

This project is submitted by **Title, Full Name, job title, email, of School/6th Form Name, Address & Postcode** (Form Auto Completes based on your contact details in stage 1).

1. Project Name & Headline

Please enter your Project Name (30 characters max.) and a Headline summary for your proposed project (120 characters max.).

Project Name

Project Headline

2. Is this a joint grant application with another neaco target school/6th Form?

If 'yes', please list the joint applicant institution(s).

- No
- Yes

What kind of project do you wish to bid for?

- Student Experience project Online IAG project Staff CPD project

Dependent on the project you select, please turn to section 3a, 3b or 3c.

STAGE 3a – Student Experience project application

1. In 1000-3000 characters, please provide a brief summary of

- the innovative approach you wish to explore or solution you want to enable
- your proposed project and the programme of key activities that will take place to do so
- what you aim to understand, discover or have gained on completing your project

Your project should provide a programme of multiple interactions with a clear beginning, middle and end. Singular activities from external providers or school trips should only feature as part of a sustained programme, where data and reporting requirements can be met for the full programme.

2. Objectives and Outcomes

Please state up to three key objectives your project aims to achieve, and the expected outcomes of delivering these. Your objectives and outcomes should align to neaco's [mission](#) and [values](#), and objectives should be SMART (**S**pecific, **M**easurable, **A**chievable, **R**elevant and **T**ime bound).

Example:

Objective: To deliver 8 Higher Education myth busting evenings to 30 KS4 target pupils and parents at (address) by (Date).

Outcome: Build sustainable school-parent relationships. Target parents and pupils are equipped to make informed decisions together, and discuss Higher Education opportunities with their peers.

	Objective	Outcome
1		
2		
3		

3. What risks are associated with your project, and what mitigations will you put in place?

Examples of potential issues or risks might include lower than expected uptake of your activity, transport issues, health and safety or safeguarding.

4. Aligning your bid to neaco Values

Please use the questions below to consider and expand on how your proposed project aligns to neaco's values. These will strengthen your project, and demonstrate alignment with neaco goals.

You may aim to meet all values, or place a stronger emphasis on some and acknowledge others.

Each question has a 500 character limit.

4.1 What evidence do you have that your project is **responding** to a need of Target Pupils, and will support their informed decision making?

4.2 How will you ensure a **sustainable** legacy to the outcomes of your project, beyond the delivery period?

4.3 With who and how does your project include **collaboration**?

4.4 What measures will you take to ensure your project is **impartial**, and supports Target Pupils making informed decisions about their range of options?

4.5 How will you gather the required data for reporting to neaco, and what do you or your school/6th Form expect to **learn** through your project (beyond neaco's own Data and Reporting requirements)?

Audience and Delivery Details

5. When will your project take place?

Please select the proposed start and end months of your project. Your project, including the return of participant data, reporting and invoices, must be completed no later than Friday 26th March 2020 – **we recommend completing any delivery component by February 2021** to allow for completion of your data and evaluation.

Schools and 6th Forms have until the last day of their stated completion month to complete their project and submit their data and reporting, or their second funding instalment may be jeopardised.

Select Start Month **Select End Month**

6. What key dates are essential to your project?

i.e. Scheduled or regional events, planned delivery dates, staff/pupil availability etc.

7. Where will your project take place?

- At our school/6th Form
- Online (please specify – e.g. via Zoom)
- Elsewhere (please specify)

8. What is your estimated total number of participants for in your project?

9. Who is the primary audience of your project?

Select all that apply.

- Year 9-13 Target Ward Pupils
- Target Pupil Parents and Carers
- School / 6th Form Faculty
- Target Ward Residents

9.1 Please list the expected number of participants for your project.

	Year 9	Year 10	Year 11	Year 12	Year 13
Target Ward Pupils					

9.2 Please list the expected number of Target Pupil Parent and Carer participants for your project, by year group.

	Year 9	Year 10	Year 11	Year 12	Year 13
Target Ward Parents and Carers					

9.3 Please list the expected number of staff participating in your proposed project

	SLT	6 th Form Teaching Staff	School Teaching Staff	Teaching Assistants / Support Staff	Administrative Staff
School Faculty					

9.4 Please describe the Target Ward Residents you are aiming to participate in your project, and how many.

These responses are dependent on the primary audience demographics you select.

10. Are you aiming to include any non-Target Ward participants in your project?

- None
- Year 9-13 Pupils
- Parents and Carers
- Community Residents
- Other

10.1 Please list the expected number of non-Target Pupil participants for your project.

	Year 9	Year 10	Year 11	Year 12	Year 13
non-Target Ward Pupils					

10.2 Please describe the non-Target Ward parent audience you are aiming to engage, and how many.

10.3 Please describe the Community Residents you are aiming to engage, and how many.

10.4 Please describe the Other audience you wish to engage, and how many?

These responses are dependent on the non-Target audience demographics you select.

11. How will you promote your project and ensure you achieve your target number of participants?

Failing to achieve your target audience numbers may jeopardise your receiving the full funding applied for from neaco.

Project Delivery Persons

12. Delivery Team

As the person submitting this bid and agreeing to the grant Terms and Conditions, **you will remain responsible for ensuring data collection and reporting is completed and uploaded via your SurveyMonkey Apply portal.**

Please provide names and contact details for at least one additional persons supporting the delivery of your project, whom we may contact in the event we cannot contact you directly.

If your project takes place over or after the Summer holiday, please ensure you include a contact who can be reached in these times.

"Assistant / External Provider" should include any third party provider, person from the community, or venue if they are core to the successful delivery of your grant activity.

	Full Name	Email	Responsibility	Participation Agreed in Principle?
School/6 th Form Project Lead				<input type="checkbox"/>
School/6 th Form Secondary Lead				<input type="checkbox"/>
Assistant / Ext. Provider 1				<input type="checkbox"/>
Assistant / Ext. Provider 2				<input type="checkbox"/>

13. Does your project require support from (your neaco Higher Education Champion) at any stage?

Please note while your HEC may support your project, the planning, delivery and evaluation should be led by you and your institution, to ensure the strongest learning and sustainability outcomes.

- Yes
 No

13.1 Please state the support you require from your Higher Education Champion to deliver your project.

Response is only required if your project relies on support from your HEC at any stage.

Project Finances

14. What is the total amount of neaco funding you are applying for?

Your total bid amount from neaco should be between £1500 and £4000.

Unless otherwise agreed, **successful bids will be funded in two stages**. Successful applicants may invoice 50% of the total on confirmation of the award, and the remaining 50% after the project has been delivered and the data and reporting fully and correctly submitted to neaco.

£

15. Please provide a breakdown of how the funding that you are applying for from neaco will be allocated, and a brief description of how that allocation will be spent

(i.e. "Training/Accreditation - Funding Allocated: £600, Description of spending: 3 staff IAG courses @ £200pp)". The total amount should equal the amount that you have applied for from neaco above.)

Please note: Grant funding is outside the scope of VAT, so VAT should not be applied to your invoices.

Category	Funding Allocated	Description of spending
Service Provider Fees	£	
Consultancy/Project Management	£	
Venue Hire	£	
Equipment Hire/Purchase	£	
Training/Accreditation	£	
Communications / Promotion	£	
Staff Costs	£	
Subsistence & Consumables	£	
Travel	£	
Accommodation	£	
Other Costs	£	

15.1 Total cost funded by neaco grant (£):

If your cost breakdown has been entered correctly, this should equal the amount you are applying for from neaco.

£ (Form auto calculates response based on your answers above)

16. Is your project dependent on any additional funding which is yet to be secured?

If neaco is the sole funder, select no. If your project relies on funding from other sources or on a fee for participants to go ahead, please select yes (it is not necessary to list 'funding in kind', such as use of your own facilities).

- Yes
 No

16.1 Please state the funding required to go ahead, and how this will be secured.

This response is only required if your project is dependent on additional funding or participant fees.

STAGE 3b – CPD Project Application

CPD Application: Description

This project is submitted by **Title, Full Name, job title, email, of School/6th Form Name, Address & Postcode** (Form Auto Completes based on your contact details in stage 1).

1. CPD Provider, Course & Website

Please enter your chosen CPD provider, the name of the course, and a link to the course page on the provider's website

CPD Provider	Course Name	Course website

2. In 1000 to 3000 characters, please provide a brief summary of

- The content and outcomes of the CPD provision and why you have chosen the service for your and neaco goals
- How the CPD will support informed decision making about Higher Education pathways for target pupils in your school/6th Form
- The scheduled series of activities you will utilise to engage target students with the outcomes of the training, for which you can return participant data
- How many target students will participate in planned sessions, from which year groups
- Which of neaco's values of Collaborative, Sustainable, Responsive, Impartial and Learning your choice of CPD provision aligns to, and why.

(Your CPD duration can extend beyond March 2021, but we require pupils to receive some form of engagement with the CPD content during the grant period in order to evidence its impact)

Participant and Audience Details

3. When will your CPD take place?

Please select the proposed start and end months of your CPD course. The return of participant data, reporting and invoices, must be completed no later than Friday 26th March 2020

(we recommend completing any delivery component by 8th March 2021 to allow for completion of your data and evaluation.)

Select Start Month

Select End Month

3.1

I am applying for CPD provision that completes after July 2021

When will your proposed CPD course be completed, and what is the reason for the extended delivery period?

Please note applications for CPD courses that continue beyond July 2021 will require additional approval within neaco. We may get in touch prior to a decision to discuss your application further.

4. What key dates are essential to your project?

e.g. Registration dates, planned delivery dates, staff/pupil availability etc.

5. Please list the names and roles of staff participating in the CPD programme

Name	Role
Participant 1	
Participant 2	
Participant 3	
Participant 4	
Participant 5	

5.1 Please check this box if you need to list any further participants and roles

I need to list more participants

Please list further participants here

CPD Costings:

7. What is the total amount of neaco funding for CPD you are applying for?

Your total bid amount from neaco should be between £1000 and £4000.

Unless otherwise agreed, **successful bids will be funded in two stages**. Successful applicants may invoice 50% of the total on confirmation of the award, and the remaining 50% after the project has been delivered and the data and reporting fully and correctly submitted to neaco.

£

8. Please provide a breakdown of how the funding that you are applying for from neaco will be allocated, and a brief description of how that allocation will be spent

(e.g. "Training/Accreditation - Funding Allocated: £1500, Description of spending: 3 staff IAG courses @ £500pp)". The total amount should equal the amount that you have applied for from neaco above.)

Please note: Grant funding is outside the scope of VAT, so VAT should not be applied to your invoices.

Category	Funding Allocated	Description of spending
Training/Accreditation	£	
Travel	£	
Accommodation	£	
Other Costs	£	

8.1 Total cost funded by neaco grant (£):

If your cost breakdown has been entered correctly, this should equal the amount you are applying for from neaco.

£ (Form auto calculates response based on your answers above)

9. Is your project dependent on any additional funding which is yet to be secured?

If neaco is the sole funder, select no. If your project relies on funding from other sources or on a fee for participants to go ahead, please select yes (it is not necessary to list 'funding in kind', such as use of your own facilities).

Yes

No

9.1 Please state the funding required to go ahead, and how this will be secured.

This response is only required if your project is dependent on additional funding or participant fees.

STAGE 3c – Online IAG Service Application

Online IAG Service Application: Description

This project is submitted by **Title, Full Name, job title, email, of School/6th Form Name, Address & Postcode** (Form Auto Completes based on your contact details in stage 1).

1. Service Provider, Service & Website

Please enter your chosen service provider, the name of the service, and a link to the course page on the provider's website

Service Provider	Service Name	Service website

2. In 1000 to 3000 characters, please provide a brief summary of

- The features of the online IAG service and why you have chosen the service for your and neaco goals
- How the service will support informed decision making about Higher Education pathways for target pupils in your school/6th Form
- The scheduled series of activities target students will participate in using the platform for which you can return participant data
- How many target students will participate in using the platform, from which year groups
- Which of neaco's values of Collaborative, Sustainable, Responsive, Impartial and Learning your chosen platform and usage aligns to, and why.

(Your IAG service usage can continue to July 2021, but we require pupils to receive some form of engagement with the CPD content during the grant period in order to evidence its impact)

Service Finances

3. What is the total amount of neaco funding you are applying for towards the service cost?

Your total bid amount from neaco should be between £1000 and £4000.

This funding should be directed entirely to procurement of the IAG package, including any costs such as technical support or training that may be required. Unless otherwise agreed, successful bids will be funded in two stages. Successful applicants may invoice 50% of the total on confirmation of the award, and the remaining 50% after the project has been delivered and the data and reporting fully and correctly submitted to neaco.

Please note: neaco can only fund one year of IAG Platform memberships, initiated within the 2020-21 Academic year.

£

4. Is your project dependent on any additional funding which is yet to be secured?

If neaco is the sole funder, select no. If your project relies on funding from other sources or on a fee for participants to go ahead, please select yes (it is not necessary to list 'funding in kind', such as use of your own facilities).

- Yes
- No

4.1 Please state the funding required to go ahead, and how this will be secured.

This response is only required if your project is dependent on additional funding or participant fees.

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STAGE 4 – Supporting Statement

15. Please invite your Higher Education Champion to provide a supporting statement to your application, to confirm their awareness and support for this bid, and any agreed assistance.

Even if your HEC's practical support is not required, it is important they are able to factor your project into existing Take Your Place activity in your institution. **Not informing your Higher Education Champion of your project may jeopardise your application during the review process.**

The HEC supporting statement is required for all grant project pathways – applications cannot be submitted without it

Higher Education Champion Supporting Statement:

Your Higher Education Champion must mark this section complete when they have provided their supporting statement.

If all responses are entered correctly and all tasks marked as complete, the application is now complete and ready for submission.

Completing and Submitting your application

To complete your application and submit for review;

- Ensure all sections are marked as complete (see the left hand column for green ticks). Your left hand column should now state '4 of 4 tasks complete', and give you the option to submit.
- Click 'Submit'.
- You will have the option to review your application before submitting – **we highly recommend doing this**. You will also be able to download your completed application prior to submission on the review screen in the top right corner.

- If you are satisfied with your application – click the green 'Submit your application' button.
 - You will see a final confirmation screen – click 'Submit' again.
 - Your application will be submitted - You will see a confirmation page and receive a confirmation email (If you do not receive an email, please contact us at funding@takeyourplace.ac.uk).

- If you wish to make any further edits, select 'Back to application' and access the section you wish to change.
 - You can unlock the section for editing by clicking the 3 dots at the top right of the page and selecting 'edit'.
 - Once you have made your changes, select 'Mark as Complete' and repeat this process.

PLEASE NOTE: clicking "Mark as complete" on some or all sections will not submit your application, only mark those tasks as "Complete".