The Wolfson* Foundation

Application guidelines

These guidelines are issued to organisations that have been invited to submit a stage 2 application under the Science & Medicine programme. Please log in to your account on our online application system where you will find a link to submit your stage 2 application. This link is only made available once you have been invited to apply to stage 2 of our application process. Please contact the grants team (020 7323 5730) before starting your application if there have been any significant changes to your project since the submission of your stage 1 application. These guidelines are regularly updated so please check our website to ensure you are following the latest version.

Deadlines

Stage 2 applications should reach us by either **1 March** (for a June decision) or **1 September** (for a December decision) and invitations to Stage 2 remain open for three funding rounds, unless another deadline date has been agreed. Your invitation email will specify the latest round in which you can submit a Stage 2 application.

Content

Your stage 2 application should contain the following information, as well as any additional details requested in your invitation letter.

1. **Cover letter**
   A cover letter addressed to our Chief Executive, Paul Ramsbottom and signed by the Vice-Chancellor, Chief Executive or equivalent.*

2. **Organisation profile**
   A short introduction to the organisation, including its history, notable achievements, current aims and future plans.

3. **Project Details**
   a) Brief summary
   This should focus on the specific area for which the funds are requested, presented in the context of the wider project, if relevant. The letter inviting a full stage 2 application may indicate specific areas on which the application should focus. If the project is not based at the organisation's main address, please make clear the location of the project.

   b) Aims and outcomes
   Describe up to three aims and outcomes for your project, providing specific detail of what will be achieved, and how. At least one of these should reflect the Wolfson Foundation's aims under the relevant programme area below:

   Research *
   - Expansion of high quality research into new scientific fields or an increased output from existing research (including new collaborations)
   - Improved quality of research
   - Production of scientific work with a clear impact, benefitting either the academic community or the general public

* Please also refer to the Frequently Asked Questions section at the end of this document

Public Engagement with Science *
- Increased numbers of visitors (where relevant) and engagement of new audiences
- Improved educational experience and understanding of science
- Improved financial stability of the organisation

Medical Education
- Increased numbers of medical professionals able to undertake a course
- Improved standard of teaching and learning experience leading to high quality medical professionals
- Improved financial stability of the organisation

An example of how to present your project's aims and outcomes is available at www.wolfson.org.uk/science-outcomes. If your application is successful, you will be asked to report on the project's progress in relation to these aims.

c) Project timetable
Give an indication of the anticipated timeframe for your project (i.e. when work will start and finish or when purchases will be made and equipment installed). Awards are not made retrospectively, therefore the project must be ongoing after the date of the award.

d) Artist's impression of the completed project, if applicable
We suggest you include 3-4 relevant architect's drawings or floor plans, which can be included within the main body of your proposal. Longer technical attachments are not usually required, but may be sent as a separate appendix.

e) Ownership, lease and planning permission details
If leased, please specify the length of the lease. Please detail whether planning permission/consents are required and if so when they were obtained. Unless otherwise agreed, planning permission should be in place before submitting your stage 2 application.

4. **Finance**
An example of how to present your project's financial information is available at www.wolfson.org.uk/finance

a) Total project cost and breakdown
The breakdown of costs should list the cost of each element/stage, with VAT and professional fees indicated separately. Please note that VAT costs should be provided even if recoverable. For phased projects, the cost of each phase should be given, as well as the total project cost. Specific figures should be given for all costs and not be rounded.

b) Funding options
Highlight elements of the project to which a grant might be allocated, including their cost, e.g. specific rooms or areas, fixtures or fittings, or equipment. VAT should be indicated separately. While applicants are not encouraged to request a specific amount, the Foundation may link an award to one of these areas.

c) Fundraising summary

List the amount and source of funds already received and/or pledged, and the plan for raising the balance. For phased projects, present the funds raised towards each phase. If funds are not restricted to a particular phase this should be indicated. Please also include a list of any forthcoming funding decisions (with dates). Unless otherwise agreed, applications are considered only when at least 50% of the necessary funds have been raised.

d) Running and maintenance costs

Please describe any uplift in staffing, operational (e.g. energy use, data storage) and maintenance costs which the project is likely to bring about, and how these costs will be met – making clear the split between institutional underwriting, research grants, commercial income and philanthropy.

e) Assurance that the project has been/will be subject to competitive tender

It is expected that projects are put out to competitive tender.

5. **Appendices (for assessment by expert peer reviewers)**

Research
- An appendix (no more than 15 pages of A4) describing the science for which the building or equipment is requested, including both past achievements and future directions
- Up to ten principal scientists' one page CVs (including references to key publications)

Public Engagement with Science
   An appendix (no more than 6 pages of A4) describing:
- Details of the scientific subject that will be presented and how it will be interpreted for the public
- Details of the collections that will occupy the new or refurbished spaces (if applicable)
- Latest annual visitor numbers (if applicable) or, for new initiatives, an estimate and short justification
- Images and plans of the museum/attraction

Medical Education
   An appendix (no more than 6 pages of A4) describing:
- How the building or equipment requested would be beneficial for the medical courses being taught
- An outline of the specialist and continuing professional development courses available and the numbers of medical professionals participating
- Details of links with hospitals and other healthcare organisations
- Up to six one page CVs of key teaching staff

Format

Applications should be **no longer than 6 pages** (excluding cover letter and any appendices).

Technical or further information may be attached as appendices, for example, images or building plans. These appendices should be kept as concise as possible and be no larger than A4.

Applications must be standalone documents (i.e. not reliant on information previously provided or contained in other documents such as promotional flyers or annual reports).

Submission

Applications should be uploaded via our online application system. The submission should comprise

- A PDF which combines the covering letter and main application, including the thematic appendix (item 5 above).
- Any appendices which we have requested as separate attachments

Applications that do not conform to these guidelines may not be accepted.

Review process

Nominated reviewer (optional)

Applicants may nominate an independent reviewer. This should be someone who is independent of your organisation (and not retained by them). They should: have some knowledge of the project; be aware of the application to the Wolfson Foundation; be able to provide a helpful perspective on the project and its merits, either as someone from within the relevant sector or discipline, or who knows the local area in which you operate. Please provide their name, address, telephone number and email address via the online application. There is no obligation to nominate a reviewer.

Feedback

Your application will also be considered by independent reviewers chosen by the Foundation and a specialist panel who make recommendations to the full Board of Trustees. During this stage we may ask you to supply further information or respond to queries that have been raised.

Further information on our review process is available at www.wolfson.org.uk/funding/application-guidance/review-process/

Frequently asked questions in our review process

Your Stage 2 application will typically be reviewed by 3-6 external reviewers, before being considered by our Science and Medicine Panel and our Board of Trustees. Below we have identified some questions frequently asked by reviewers or Panel members. **If relevant**, you may want to make sure that your application addresses these points clearly.

Research Infrastructure projects

- Applications for clinical research connected to a university *and* an NHS Trust also should have the formal approval of the relevant university.
- Please make sure to provide a brief comparison of the *recent* track record of research outputs with the expected *future* outputs. It is important to give a clear answer to the question 'What will change as a result of this project?'
- If the facility you are asking us to fund will be open to researchers from outside your organisation, please explain how access will be prioritised and managed, and how users (internal/external; academic/commercial) will be charged.
- Please describe how the facility you are applying for will fit within wider departmental/institutional line management and governance arrangements. If relevant, include details of any steering group or advisory committee which will guide the facility's work.
- If relevant, please make sure to describe the pathway by which basic science will lead to translational impacts.
- What similar facilities already exist elsewhere in the UK, and what alternatives to the proposed new facility have been considered, such as shared access?
- How quickly will the proposed facility reach maximum capacity, and is there room for future growth?
- How have environmental considerations been factored into the project design? How will any negative impacts be minimised or offset?
- How will integrating different teams/disciplines 'under one roof' enable you to increase the quantity/quality of your research outputs?
- If applicable, is there a succession plan for when the current lead investigators retire?
- If you are anticipating a wide and varied range of research activities, please give some indication of the immediate priorities for, say, the first 1-3 years.

Public Engagement with Science projects

- What research has been carried out to underpin projected visitor increases, and to test approaches to involving new audiences? Are tailored approaches to involving diverse audiences planned?
- How will the project be evaluated?
- Has the project's impact on secondary activities (ticketing, retail, school visits, catering, security, etc) been factored in?
- Are the collections used to support research by internal or external researchers? If so, how might the project affect access?
- Does the project involve the creation of new interpretation material or digital assets? If so, who will be responsible for ongoing maintenance/updating?
- How have environmental considerations been factored into the project design? How will any negative impacts be minimised or offset?