Quintin Hogg Trust

**Application FAQs**

**Q: I’ve applied for a grant previously for a project but was unsuccessful, am I able to apply again for the same project?**  
  
A: You are able to apply for a project again and, if feedback was provided on your previous application, this should have been taken into account and incorporated into the new one. If applying for the same project, without any changes, you will be unlikely to receive funding for the same reasons provided in your previous application although if you are unsuccessful in one year that does not necessarily mean you will be in the following year. Much depends on the merits and quality of other applications submitted in any given year as well as the amount that the Trust has to devote to funding grants in 2019/20.

**Q: I’ve received funding from the Trust before for a project, am I eligible to apply for funding for another project?**  
  
A: Yes. The Trust makes their decision based on the strength of the project and application and not whether a project lead or particular team has received funding previously.

**Q: A project I’ve previously received funding for had an underspend. Will this affect my chances of receiving funding again?**  
  
A: No. The Trust make their decision based on the strength of the project and application. The success of previously funded projects is not taken into consideration.

**Q: I’m currently in receipt of funding for a live project which comes to an end this academic year. Can I apply again for the same project to extend the funding?**  
  
A: Yes. The Trust has previously provided further funding to help ensure the successful delivery of projects can continue. However, the Trust would expect a strategy to be in place for the project to be sustainable through other sources of external funding or through projects becoming income-generating.

**Q. It appears that a cover letter is no longer required with my application from my UEB Sponsor. Is this correct?**

A. Yes, a cover letter is no longer required at this stage anymore. Your UEB Sponsor just needs to sign off the application on page 4. Should your application go forward to the Trust for consideration the sponsor will be asked to write a letter in support.

**Q: Can I apply for funding for a new project if I’ll still be receiving funding for a previously funded project being delivered in the same academic year?**  
  
A: Yes. The Trust make their decision based on the strength of the project and application and not whether a project lead or particular team has received funding previously. The Trust would advise you ensure stringent resource planning is in place to manage the successful delivery of multiple projects.

**Q: I’d like to apply for funding for a project which is similar to an existing project being delivered. Can I still apply for funding?**  
  
A: Yes. However, the Trust encourages applicants to ensure their projects are as joined up as possible with other projects being delivered.

**Q: I’d like to apply for funding for a project which I understand is similar to a colleague’s project in another department. Can we both apply for funding?**  
  
A: Yes. However, the Trust encourages applicants to ensure their projects are as joined up as possible with other projects. In this example, the Trust would expect the Project Leads to work on a joint application for a project with a wider breath achieving both sets of objectives.

**Q: Can I apply for staffing costs/salaries as part of my application?**  
  
A: Yes. The Trust has funded a number of posts in the past. The Trust advise that the on costs associated with salaries are also included (e.g. National Insurance contributions). On costs can be calculated by speaking to the Payroll department. Please bear in mind that if you already have an established project delivery team in place, this can only assist your application. The Trust will want to be assured that any recruitment, training etc is properly timetabled.

**Q: Can I apply for funding towards my own salary for the personal time required of me to deliver the project?**  
  
A: Yes. However, evidence must be clear at year-end to demonstrate how much of your time was required to deliver the project and how this was calculated. You should speak to your Finance Business Partner when calculating how much to include as part of your application.

**Q: My project only benefits a small number of students. Can I still apply for funding?**  
  
A: Yes. The Trust has previously supported projects benefiting a single student. However, preference is given to those projects benefitting a larger number of students – directly or indirectly and the Trust would want to see evidence that the outcomes of such projects have been disseminated at least within the University or preferably more widely.

**Q. I would like to apply for funding towards costs associated with my PhD. Can I apply?**

A. Yes. However, as noted above the Trust are less likely to fund projects which impact a small number of students.

**Q. Once I’ve drafted my application, who should look over its contents and provide feedback pre-submission?**  
  
A. This should be your Project Sponsor who would be best placed to provide feedback based on the contents of the application. We are unable to check over applications and suggest changes. You must ensure applications do not exceed the page limit set by the Trust.

**Q. How detailed should my budget be?**

A. For projects under £25,000, a basic summary/outline will suffice. For projects over £25k, The Trust would expect to see a detailed breakdown, line-by-line, of planned expenditure as part of the application.