

BROADCAST DEVELOPMENT AWARDS APPLICATION GUIDELINES



Notes for guidance in completing the Broadcast Development Awards application form.

The Broadcast Development Awards are part of the Wellcome Trust's Engaging Science grants programme which funds projects that investigate biomedical science and its social contexts. Broadcast Development Awards are designed to enable individuals and organisations with exciting and innovative ideas to develop these into high impact, well researched proposals to be utilised in securing a broadcast platform and/or further funding.

Activities might include:

- Undertaking thorough research;
- Script development;
- Scoping multimedia potential or wrap-around activities;
- Working up a comprehensive distribution plan;
- Production of a showreel.

The Wellcome Trust is a global charitable foundation dedicated to achieving extraordinary improvements in human and animal health. Allied to this is a commitment to develop and support activities that stimulate interest, learning and dialogue on biomedical research and the questions it raises for societies.

For further information please contact:

Broadcast Development Awards

T +44 (0)20 7611 7344

E broadcast@wellcome.ac.uk

WHO CAN APPLY?

Although the scheme is targeted at established broadcast professionals it is open to anybody that has a strong vision for a broadcast project and requires support to take this forward.

Applicants must be based in the UK or the Republic of Ireland and the activity must take place in the UK or Republic of Ireland. The proposal must be aiming to engage a UK and/or Republic of Ireland audience but the subject matter can be international.

No employee or Governor of the Wellcome Trust may apply.

Applicants are encouraged to apply through an organisation, such as an independent production company, charitable body or academic institution. However, where this is not possible, individuals and sole traders can apply but must demonstrate that they have a strong track record in the area of their application.

Applicants may submit more than one project grant application to the Trust at any one time, provided the proposals are different.

Resubmissions of the same project will not be accepted to any Engaging Science scheme unless the Principal Applicant has been invited to re-apply by the scheme's project manager in writing.

WHAT CAN BE APPLIED FOR?

Funding can be applied for up to £10,000. All projects will be assessed individually on merit and need.

Costs requested can include:

- personnel costs directly related to the project
- direct activity and production costs of any materials to be used in securing a commission (e.g. taster tapes, scripts or treatments)
- project travel costs
- project publicity costs
- project administration costs where this is not already covered by other funding
- VAT on fees where the VAT cannot be reclaimed

What is not covered:

- salary costs of staff who are already funded by their organisation
- full economic costs <http://www.wellcome.ac.uk/About-us/Policy/Policy-and-position-statements/WTX026852.htm>
- expenses incurred in submitting an application
- overheads
- academic courses or research such as Masters degrees or PhDs
- costs arising prior to the start date of the project

NOTES FOR SUBMISSION

Applications for funding will only be accepted on the official application form which can be downloaded from the website <http://www.wellcome.ac.uk/engagingscience>.

Please note that **two signed, hard copies** of the application form should be submitted along with a signed statement from the host organisation supporting the application and undertaking to take full responsibility for the management, monitoring and staff employed or involved in activities as a result of the application. An electronic copy of the word document should also be emailed to broadcast@wellcome.ac.uk.

Both hard copies should be printed single-sided and should not be bound or stapled as all applications will be scanned onto a document management system.

Applications should be mailed to:
Broadcast Development Awards
The Wellcome Trust
Gibbs Building
215 Euston Road
London, NW1 2BE

Receipt of your application will be acknowledged electronically within 10 days of the deadline.

SELECTION PROCESS

All eligible applications will be considered by the Broadcast Development Awards funding committee. Applications considered to be ineligible for the programme, for example if the subject area addressed is not related to biomedical science or the history of medicine, or the application is for a standalone project, will not be considered.

Decisions will be made approximately two months after the deadline.

The decision of the Wellcome Trust will be final. Every effort has been made to develop a thorough and informed assessment process. The Trust reserves the right not to enter into any correspondence about the assessment process and/or any subsequent monitoring procedures.

ASSESSMENT CRITERIA

The Committee will consider, but are not limited to, the following aspects of a grant proposal:

- Originality of the idea and approach, and strength of project concept;
- The potential to address social, ethical and/or cultural issues surrounding biomedical science;
- Potential to engage the public with the subject matter;
- Project feasibility and potential broadcast platforms;
- Necessity and potential impact of Wellcome Trust funding to the proposal;
- Consideration of scientific subject matter and approach to science content.

Health promotion or campaigning projects, arts projects for therapeutic purposes, or projects that do not deal with biomedical sciences or the history of medicine are not eligible.

PUBLICITY

The Wellcome Trust may ask successful applicants for permission to make non-profit use of the end results of a funded project, to further the Trust's charitable objectives. Such use may be made,

for example to ensure wider dissemination of the results, or in materials describing the scheme and the funding activities of the Trust.

Funded organisations will be required to acknowledge the Wellcome Trust's support on all marketing/publicity materials relating to the project.

NOTES ON COMPLETING THE APPLICATION FORM

Applications must be typed in a typeface of adequate size for reading and not hand written.

Abbreviations should not be used unless fully explained in the first instance.

The application must be complete in itself; no additional pages will be accepted unless specific instruction is given.

The **Undertakings** at the back of the application form should be signed by the Principal Applicant and the Recipient of the Award. The Recipient is the representative of the organisation to which the grant is being awarded (this might be the same person).

NOTES RELATING TO QUESTIONS ON THE FORM

APPLICANTS' DETAILS

Q1 Principal Applicant

The Principal Applicant is the person who has the main intellectual input into, and ownership of, the outcomes if the application is successful. This is the individual with whom the Trust will correspond about the application. The Principal Applicant is normally considered by the Trust to be the 'Holder' of the award, i.e. the grantholder.

Q2 Name and address of the organisation to which the grant will be awarded

The Principal Applicant does not necessarily have to be employed by the organisation to which the grant will be awarded. However, please provide documentary evidence that the Principal Applicant is authorised to apply on behalf of the host organisation. Payments will be made to this organisation. Individuals and sole traders can apply but must demonstrate that they have a strong track record in the area of their application.

Additional project team members

Please provide names of all individuals with a direct involvement in the project. This could be advisors, project managers, administrators, mentors, etc.

PROJECT DURATION AND START DATE

Q4 Length of project

The maximum period is 12 months.

Q5 Proposed start date

The Wellcome Trust does not fund retrospective costs. Applicants should ensure the start date is not before the date you expect to receive a funding decision. This will be approximately two months after the application deadline. You should also allow a minimum of six weeks between the planned notification date and your project start date for financial administration.

PROJECT PROPOSAL

Q10 Currency requested

It is expected that applications will be costed in the currency which, in the view of the applicant(s), best enables the activity to be undertaken. In the majority of cases, the currency specified is likely to be the local currency. Where this is not the case, the reasons for selecting the chosen currency must be clearly stated.

For full details of the implications of choosing a currency please refer to the Wellcome Trust's <http://www.wellcome.ac.uk/Funding/Biomedical-science/Application-information/wtx057710.htm>.

If at any point, the Trust is unable to purchase the currency requested, discussions will be held with the applicant Organisation to decide whether an alternative should be used. If you have any concerns that the currency you would like to request may not be readily available, please contact the Wellcome Trust by e-mailing: grantpayments@wellcome.ac.uk.

If the application is successful, the award will be made in the currency specified in the application, providing that the Wellcome Trust's currency requirements are met. Please refer to the Wellcome Trust's <http://www.wellcome.ac.uk/Funding/Biomedical-science/Application-information/wtx057710.htm> for further information.

Q11 Budget

Please provide a detailed elemental cost plan for all project costs sought from the Wellcome Trust over the lifetime of the project. For example, fees should be broken down into role, time spent on project and unit cost per role. Where applicable, VAT should be included in all project costs. Projects costs can include allocation for promoting and dissemination of the work.

Q13 Projects working with young people

It is the duty of funded organisations and host institutions to ensure that children are safe while participating in arts and science activities and to have policies and procedures in place to promote safe working practices. Guidelines for organisations are available from the **Independent Safeguarding Authority** <http://www.isa.homeoffice.gov.uk/Default.aspx?page=2>.

Where no Criminal Records Bureau (CRB) check has previously been carried out, the Wellcome Trust will require an enhanced CRB disclosure for those named project team members prior to the start of any Wellcome Trust funded activities. The Trust will fund any additional CRB checks required for the project to take place. These should be included in the application's budget.

Q14 Health and safety

The Trust is keen to ensure that the Health and Safety aspects of projects have been considered. If appropriate, the Trust may request proof of a project's risk register and/or public liability insurance.