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**Imagining Futures through Un/Archived Pasts**

**PHASE 2 COMMISSION PROJECTS**

**MAIN APPLICATION FORM**

**Instructions**

Your Main Application should **not be longer than 2,000 words,** and must include the following sections:

1) **Concept – Main Idea**

2) **Plan and Timeline**

3) **Budget**

3) **Skills and Experience of Applicants**

You may also include exemplary material (e.g. data, images, video etc) in addition to the Main Application.

The Complete Application Includes This Main Application, Cover Sheet and your one-page CV(s).

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| **Project Title** |  |
| **Project Location/s** |  |
| **Lead Applicant Name** |  |
| **Co-Applicant (1) Name** |  |
| **Co-Applicant (2) Name** |  |
| **Project Start Date (from September 2022)** |  |
| **Project Completion Date** |  |

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| 1. **Concept – Main Idea (500 to 1,000 words)**   Explain your main idea, research, its context and how your proposal links into *Imagining Futures* **Core Mission** (see Call for Applications), aims and desirable outcomes of *Imagining Futures*. Explain your methodology and what outcomes, impact, legacy and sustainability you anticipate achieving by the end of the project. Who are the intended audiences / beneficiaries and how will they be able to engage with your work. Why is this work needed? |
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| 1. **Plan and Timeline (up to 500 words)**   Provide a plan for carrying out the activities, indicate who will be involved. In your timeline, include considerations of Research Ethics and safeguarding (including for COVID-19) and how you will manage any potential risks to the project or anyone involved. For Research Ethics, if appropriate, note how participants will be identified and how their data and their rights over their personal information will be protected.  You can also indicate your planned activities month by month in the corresponding table. | |
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| **Month** | **Activity** |
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| 1. **Budget (up to 500 words)**   Give details of your Project Budget in both the ***Budget Description*** and ***Budget Table*** spaces below.  As set out in the **Application Cover Sheet,** it is a condition of AHRC-funded projects such as *Imagining Futures* that capital costs (including the purchase of equipment or commodities, such as electronic equipment, computers, telephones and recording equipment) are **not normally** considered **eligible** costs.  If you plan to incur any such capital costs, use the ***Budget Description*** space to explain 1) why purchasing this equipment is necessary for project delivery, 2) why hiring or using existing equipment would be less cost effective or feasible, and 3) how the equipment would be used after the Phase 2 project is completed. The Selection Panel might not approve equipment costs, even if your overall project and other budget items are.  In the ***Budget Description*** space below, you can indicate whether your project has already received other funding (from *Imagining Futures* or any other source), explaining how *Imagining Futures* funding would be used alongside this other funding**.** In the ***Budget Table*** below set out the budget for the Phase 2 Commissiongrant itself, and feel free to add rows.  **Please see the Call for Applications document for further information about eligible costs, payment schedules and reporting requirements. Please note that Imagining Futures cannot compensate projects for costs that have not been approved.** | | | |
| **Budget Description** | | | |
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| **Budget Table** | | | |
| **Expenditure Type** | **Item** | **Cost (indicate your currency)** | **Conversion to GBP** |
| **Travel** |  |  |  |
|  |  |  |  |
| **Accommodation** |  |  |  |
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| **Subsistence** |  |  |  |
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| **Honoraria** |  |  |  |
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| **Salary / staff fees** |  |  |  |
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| **Consumables** |  |  |  |
|  |  |  |  |
| **Other** |  |  |  |
|  |  |  |  |
| **TOTAL COST** | |  |  |

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| 1. **Skills and Experience of Applicant(s) (up to 500 words)**   Provide the Lead Applicant’s (and Co-Applicants’) experience and background, and how this enables you to lead the project you are proposing. Please note that professional, voluntary and other life experiences are all relevant to include in this section. Why are you (and/or) your organisation and team best placed to carry out the proposed project? |
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**Please submit this *Imagining Futures* Main Application by email with subject heading “Phase 2 Commissions Application” along with your:**

* **COVER SHEET**, and
* **ONE PAGE CV** for each of the Lead Applicant and your Co-Applicants, if applicable

**to** [**imaginingfutures@exeter.ac.uk**](mailto:imaginingfutures@exeter.ac.uk) **by 30 May 2022.**

**Application Submission Checklist**

Please ensure that you have read the Phase 2 Call for Applications before completing and submitting this form. Your Full application should include the following:

* **Application Cover Sheet**
* **Main Application**
* **1 page CV for the Lead Applicant and 1 page CV each for any Co-applicants**
* **If appropriate any additional materials**