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# Character Catalyst Grant

## Proposal Form Guidance Document

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This document provides guidance for the Character Catalyst Grant proposal form. Once completed, **submit this form via email to Holly O'Donoghue at [h.odonoghue@bham.ac.uk](mailto:h.odonoghue@bham.ac.uk)**, with 'Character Catalyst Proposal' and your name within the subject line. Ensure all sections are complete and the requested documents are included.

Please note that the submission deadline is **31st May 2024 at 1:00 pm EDT (6:00pm BST)**. Please adhere to the specified word limits for each section.

Applications received after this date or without the outlined information and requested documentation will not be considered.

You will be notified of the outcome of your application by 30th June 2024.

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For any queries regarding this application process, please contact Holly O'Donoghue at [h.odonoghue@bham.ac.uk](mailto:h.odonoghue@bham.ac.uk).

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### 1. APPLICANT'S DETAILS

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#### 1.1

Please provide your details and attach a copy of your CV to your submission email. The CV is required to contain the contact details of a referee. This referee is **in addition** to the contact details and letter of support from your employer/organisation in section 1.2 and should, therefore, be different referee details.

#### 1.2

The letter of support should be provided by your employer or affiliated host organisation (usually a line manager, or senior leader within the organisation who has agreed to the proposal in advance of the application). Please note that this letter of support and the associated contacts will act as a second referee **in addition** the referee details in your attached CV (see section 1.1).

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### 2. ELIGIBILITY

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To be eligible for this grant, you must:

- Be a graduate of the MA Character Education.
- Have previously held a Kern Award scholarship.



- Be based in the United States of America.
- Provide an up-to-date CV.
- Be employed or affiliated with a host organisation (i.e., employer) and provide a letter of support form that organisation.

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### 3. PROPOSAL

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#### 3.1

The Character Catalyst Grant offers you an opportunity to advance your existing work in character education. The aim is to help you broaden the reach of your character education practice, resources and impact. The grant covers a 12-month period with support of up to \$25,000. The proposal form is designed for you to be able to outline the nature of the proposed project, the timeline, the costs, and the deliverables.

You are encouraged to outline a proposal that would help you to build on your existing work or research in character education, and which leads to practical outputs. The uses of the grant can be varied and might include:

- developing or disseminating outputs from previous research;
- supporting the development of research projects\* within your organisation;
- supporting collaboration with external partners;
- producing resources that can be disseminated internally and externally (e.g. training materials, research publications, impact statements, engagement events etc.);
- supporting dissemination events.

The grant can also be used to cover associated administrative or travel costs e.g. to buy-out your time, to pay for conference fees and travel, or to provide cover for professional responsibilities while undertaking the project.

\*Please note that if ethical approval is required for any research activity undertaken as part of this proposal, this would be the sole responsibility of your organisation.

#### 3.2

Project Timelines should be clear, achievable, and should provide a measurement of the deliverable/output.

*Example:*

Objective N <sup>o</sup>	Action	Start Date	End Date	Deliverable/Output
4	<i>Disseminate 2 new publications (see objective 2) to St John's School, Northampton.</i>	09/03/2024	27/03/2024	<i>St John's, Northampton, to receive the material between the stated objective dates. Additional copies to be hosted on the website.</i>

As a requirement for this grant, you must outline at least **one practical output** that can be disseminated within the MA Character Education network and further afield. For example: teaching and learning materials, training materials, an evaluation report, journal article, or other publication etc. Please outline this as one of the project objectives.

In addition to the practical output mentioned above, there are further expectations of you that will not need to be outlined in the objectives. These include:

- Attending and presenting at two *Character Catalyst* conference events during the 12-month period (this includes one online event and attending in-person at the *MA Character Education Residential*) to provide updates on your ongoing practical work and to disseminate amongst others in the network, including current MA Character Education students.
- Complete ongoing formative evaluations throughout the 12-month period.
- Submit a summative report at the end of the agreed grant period.

Further detail on these expectations will be provided if successful.

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#### 4. FINANCE/BUDGET

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This section is to outline the budget of the project. The total amount requested for the project can be any amount up to \$25,000.

Please propose the expenditure type, the proposed cost, a description of the use of the cost, and a justification. All costs should relate back to the objective outlined in section 3.2. You may also attach evidence to your application if required, however, ensure you reference this documentation in the justification section of the budget table.

Examples of expenditure types may include:

- Travel (e.g., flights, accommodation, etc.)
- Conferences and events (e.g., event room hire, conference fees etc.)
- Personnel related costs (e.g., applicant buy-out time etc.)
- Materials (e.g., printing costs etc.)
- Other costs (e.g., data access etc.)

The following items are not currently eligible for funding: equipment and other permanent resources (e.g., as computer hardware, laptops, electronic notebooks, digital cameras, books, etc.) and funding

for general editorial tasks (e.g., the preparation of camera-ready copy, copy-editing, proof-reading, indexing etc.).

Any personnel related costs (e.g. to buy-out grantees' time, administrative costs etc.) should include justification and evidence of estimated time to complete the work. FTE and/or hourly rate should also be provided.

Travel and accommodation will require examples of the standard rate of reasonable air, rail, or car travel costs and/or standard room rates. First class and business travel will not be covered. Please ensure the destination and/or reason for the trip is justified.

An example of a cost and a related justification can be found below. Please note that itemisation will be required where multiple costs are outlined against the same expenditure type. Please cost, describe, and justify all items.

Additional costs not covered in the budget outline will not be paid.

*Example:*

<b>Expenditure Type</b> (e.g. travel, conference registration, materials, other costs)	<b>Proposed Cost</b> (please itemize costs where appropriate)	<b>Expenditure Description</b> (e.g. air travel to conference, costs for printing framework materials- itemise where appropriate)	<b>Justification</b> (please provide details and justification in terms of the aims, deliverables and outcomes of the proposed project).
<i>Travel</i>	<i>\$500</i>	<i>Flights from Boston (BOS) to Chicago (ORD) for the December 2024 conference as outlined in objective number 3.</i>	<i>Economy return flight tickets booked reasonably in advance range from \$200 to \$400. \$500 is requested to cover some variation in price upon dates of booking or travel.</i>
<i>Printing Costs</i>	<i>\$700</i>	<i>Estimation of printing cost for 200 copies of framework, as outlined in objective 7.</i>	<i>Printing required to help disseminate practical material to the schools outlined in the proposal. Estimation from local printing companies.</i>
<b>Total Cost</b> (Nb. this should match the total amount of funding applied for):	<i>\$1,200</i>		

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## 5. SUBMISSION

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Please sign and complete the relevant sections. Please also ensure that the person or organisation supporting your project also signs the relevant sections.

Ensure all requested documents are attached.



Supporting documents should be submitted in one of the following formats: PDF, DOCX, DOC, DOCM, ODF, WPS, RTF. Applications where required documents are not attached in acceptable formats will not be considered.

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