**Character Catalyst Grant**

 **Proposal Form**

This form is to be used as an application for the Character Catalyst Grant. Once completed, please **submit this form via email to Holly O’Donoghue at** **h.odonoghue@bham.ac.uk****,** with **‘Character Catalyst Proposal’ and your name** within the subject line with all sections complete and include the requested documents.

Please note that the submission deadline is the **29th August 2025 at 1:00 pm EDT (6:00pm BST**). 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 September 2025.

The grant covers a 12-month period (running between 13th October 2025 and 11th December 2026). Further information on the grant can be found on the [Jubilee Centre website](https://www.jubileecentre.ac.uk/?character-education-=character-catalyst-grants). Please ensure you read the ‘*Proposal Form Guidance Document’* found on the website before completing this form. For any queries regarding this application process, please contact Holly O’Donoghue at h.odonoghue@bham.ac.uk.

**1. APPLICANT’S DETAILS**

**1.1.** PERSONAL AND CONTACT DETAILS

Please ensure that you have attached an accompanying CV which includes academic qualifications and your relevant experience to date. The CV is required to contain the contact details of a referee.

|  |  |
| --- | --- |
| **Title**  |  |
| **Full Name** |  |
| **Job Title and Role** |  |
| **Email Address**  |  |
| **Mailing Address** |  |
| **Phone** |  |

**1.2.** APPLICANT’S EMPLOYER/ORGANISATION INFORMATION

Please ensure that you have attached a letter of support signed by your employer/ institution/organisation. Please note that this is one of 2 referees. We also ask for the details of a second referee in your attached CV (see section 1.1).

|  |  |
| --- | --- |
| **Organisation Name**  |  |
| **Type of Organisation**  |  |
| **Manager/Employer Name** |  |
| **Email Address**  |  |
| **Mailing Address** |  |
| **Phone**  |  |

**2. ELIGIBILITY**

Please ensure that you have visited the [Character Catalyst Grant page on the Jubilee Centre for Character and Virtues website](https://www.jubileecentre.ac.uk/?character-education-=character-catalyst-grants) before applying.

Please indicate yes or no to the following(delete as appropriate)

|  |  |
| --- | --- |
| **I am a graduate of the MA Character Education**  | Yes/No |
| **I am a U.S. Citizen**  | Yes/No |
| **I currently reside in the U.S.** | Yes/No |
| **The proposed project will be undertaken in the U.S.** | Yes/No |

**3. PROPOSAL**

**3.1.** PROJECT OUTLINE

Please provide the following details about the proposed project. Please see the Character Catalyst Guidance Document for any further details.

|  |  |
| --- | --- |
| **Title of the project** |  |
| **Aims of the project** (up to 300 words that may be included on the Jubilee Centre website if successful) |  |
| **Background and rationale for the project** (up to 500 words) |  |
| **Work undertaken so far**(up to 300 words) |  |
| **Has any other funding been received that directly relates to this project?** If yes, please provide details. |  |
| **Planned approach/methodology for the project**(up to 500 words) |  |
| **Total project duration** (no more than 12 months) |  |
| **Project start date** (no earlier than 13th October 2025) |  |
| **Project end date** (no later than 11th December 2026) |  |
| **What are the project’s main deliverables/outputs?** (up to 250 words) |  |
| **What actions will you/ your organisation take to achieve these deliverables/outputs?** (up to 300 words) |  |
| **What impact do you believe this project (including deliverables/outputs) will have in your setting/ organisation/ community?** (up to 300 words) |  |
| **What impact do you believe this project will have beyond your setting/ organisation/ community?**(up to 250 words) |  |

**3.2.** PROPOSAL TIMELINE

Please provide a provisional timeline for the proposed project, noting when deliverables/outputs will be achieved during the 12 months.

Please add rows where necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Objective No | Action | Start Date | End Date | Deliverable/Output |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**3.3.** PRACTICAL OUTPUTS

A requirement of the project it to create **at least one practical output** that can be shared with the Jubilee Centre for Character and Virtues and can be uploaded to the Centre website (see guidance document for details). Please clearly state any practical outputs in the box below.

All practical objectives in this section should relate to an objective in section 3.2. Please add rows where necessary.

|  |  |
| --- | --- |
| Practical Output No | Practical Output |
| 1 |  |
| 2 |  |
| 3 |  |
|  |  |
|  |  |

**4. FINANCE/BUDGET**

**Please use this section to provide the financial information relating to your proposed project.**

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

Please ensure that you include any costs relating to attending the Character Catalyst in-person event.

|  |  |
| --- | --- |
| **Total amount of funding applied for** (up to $25,000) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Expenditure Type** (e.g. travel, conference registration, materials, other costs) | **Proposed Cost** (please itemize costs where appropriate)  | **Expenditure Description** (e.g. air travel to conference, costs for printing framework materials- itemise where appropriate) | **Justification** (please provide details and justification in terms of the aims, deliverables, and outcomes of the proposed project). |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Cost** (Nb. this should match the total amount of funding applied for): |  |

**5. SUBMISSION**

* I confirm that the project proposal and budget are accurate to the best of my knowledge.
* I confirm that I have spoken to my employer/organisation and they support my application.

Name: (**applicant**):

Signed (**applicant**):

* I confirm that I have read and reviewed the project proposal and budget, and these are accurate to the best of my knowledge.
* I confirm that I support this application.

Name: (applicant’s **employer/organisation**):

Signed (applicant’s **employer/organisation**):

 **DOCUMENTS TO ATTACH**

|  |
| --- |
| * Applicant’s CV which includes academic qualifications, relevant experience to date and the contact details of a referee.
* Letter of support signed by Applicant’s employer/institution/organisation.
 |

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 will not be considered.