 ***Friends Historical Society***

**Hodgett Small Grants Application Form**

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| **Name:**  **Address:** |
| **Email address:**   |  | | --- | | **1. Overview of Project or Activity (including title, where appropriate) – 500 words maximum.** | |  | | **2. Aims and Objectives of Project or Activity – 500 words maximum.** | |  | | **3. What will a grant enable you to do? – 300 words maximum.** | |  | | **4. In what ways will the project or activity advance Quaker history? – 300 words** | |  | | **5. Insert here an itemised breakdown of costs, adding together to state the total amount (up to £500) sought from the Friends Historical Society.** | |  | | **6. Personal statement about you and/or the group applying – 300 words maximum.** | |  | | **7. Insert the names of the two referees from whom you are asking to provide letters of support.**  **Unfortunately we cannot accept applications without them, and we cannot pursue the referees ourselves.** | | **I.**  **II.** | |  | |

**Guidance**

The boxes contained in the form expand and contract, as we have used Word: we know how difficult it can be to work with PDF forms! However, please ensure that you observe the word limits for each section, and at the end of each section that you insert how many words you have used. Keeping to the word limit tells us something about how effective you will be in managing a project or activity. You do not need to fill in every section, should you feel that you have explained matters sufficiently thoroughly elsewhere in the form, but please direct us to which section you feel addresses the point in question.

**Overview of Project or Activity** – The FHS is open to funding any scholarly pursuit that addresses Quaker history. This includes support for travel and subsistence for research visit/s, help to attend a conference, or support towards a public engagement event like an exhibition, for example. Tell us what the project or activity is, presenting a persuasive case for why we should award a small grant.

**What will a grant itself enable you to do?** You’ve told us about what you hope the project or activity will do, but this section enables you to explain what in particular will funding allow you to do that you might not otherwise be able to.

**In what ways will the project or activity further Quaker history?** This is the place to tell us about the ‘bigger picture’. For instance, will this project or activity reveal new insights or material? Change or develop what we understand about Quakers in the past? Bring Quaker history to a wider or new audience - and perhaps in a different way?

**Insert here an itemised breakdown of costs, adding together to state the total amount (up to £500) sought from the Friends Historical Society.** This is really important. Simply inserting £500 with no rationale is unacceptable; so too are vague ballpark figures. Insert here the costings you have found for, for instance, rail travel, a photographic permit for archives, accommodation, or materials for an event.

**Personal statement about you and/or the group applying.** Tell us about your background – how did you become interested or involved in Quaker history? What’s your experience or knowledge that might help make the case for an award? If you’re applying on behalf of a group, tell us about it and the members involved.

**Insert the names of the two referees from whom you are asking to provide letters of support.** It is important to ask referees well in advance whether they would be prepared to write a letter of support. Try to select people who you know are reliable. We advise to let them know the details of your project/activity and the email address to which to send their letter, and a clear submission date – we suggest that you request of them a submission date at least a week prior to the final submission deadline. We cannot accept applications without references, and we cannot pursue the referees ourselves. For this reason, we advise that you are in close touch with the referees to remind them to submit, if necessary.