

## **Guidelines for project funding**

HAT actively encourages applications for UK projects that fit in with our aims to further research and encourage accessibility in homeopathy.

### **ESSENTIAL CRITERIA**

- At least one member of the project team must hold current registration with a professional homeopaths association
- The project must be fully monitored and evaluated and results should be made available to HAT
- The need for the project must be clearly demonstrable.
- The project may be featured in the HAT magazine 'Picture of Health', or disseminated in other publications or by other means if appropriate.

### **APPLICATIONS**

All applications must be made on HAT application for funding form.

We give here a general guide to help you with your application. If your application does not cover all these points properly, we will have to contact you for more information. This will delay the decision on your application.

Please make your application clear and to the point.

### **Points you may wish to include in description of the project:**

- The background to the problem you want to tackle
- Why is your project needed?
- Are you building on earlier work, done by your organisation/clinic or by others?
- How will you avoid overlap with other organisations/groups?
- What is its value to the local community?
- What are the aims of the project?

### **The Timescales**

You must tell us when you want the project to start, and how long it will run. (Remember to apply at least four months before you plan to start the project).

### **The Cost**

Your budget should include:

- the full costs of the project;
- the exact amount you are asking for from HAT;
- details of how you arrive at the figure.

- If you are not asking for the full cost of the project, please tell us how you intend to raise the rest.

### **Project management**

- How will the work be supervised and managed?
- What is your own or your organisation/clinic's track record in this field?
- Why are you the right person to undertake this project?

### **Monitoring and Evaluation**

We believe monitoring the project and evaluating its success are extremely important, and you should tell us what plans you have for this. The following summary may help you:

Monitoring means collecting information to see what progress you are making. It may include:

- keeping a record of the facts and figures about your work;
- asking users what they think of your work;
- getting progress reports from the people managing, or working in, the project;
- organising meetings of the project team to discuss the work, and any
- problems, successes or new developments, and:
- checking that you are getting, and giving, value for money.

Evaluation means using the information you have collected from your monitoring to see what you can learn from the work so far. For instance:

- Have your methods been successful in doing what you set out to do?
- How does your approach compare to other ways of tackling the problem?
- What have you learnt about how to develop this kind of work, in relation to your staff, your clients, or other organisations?
- Have you learnt anything that might help future projects?

### **SHARING THE LESSONS YOU LEARN**

We will expect feedback on progress of the project, and if it lends itself to photographic and other opportunities will request these from time to time to share with our Newsletter readers and potential donors/members.

### **HOW WE WILL DEAL WITH YOUR APPLICATION**

If the kind of work you want to do is not what we normally make grants for, we will write to you as soon as possible to tell you that we cannot help you – usually within four weeks. We may occasionally offer advice on seeking alternative funding. If we normally do make grants for the kind of work that you want to do, we will look into your application more closely. This may involve meeting with you, and asking for confidential external advice. This helps the grants committee to learn more about your work, but it does not guarantee that a grant will be made. Applications need to be submitted at least four months before the project starts.

### **EXCLUSIONS**

The trust will not currently consider applications for:

- Endowments.
- Payment to a fundraiser or the cost of organising fundraising appeals.
- Administrative costs of charities acting as intermediaries for research applications

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Homeopathy Action Trust, PO Box 5497, Northampton NN6 0ZH Tel/Fax. 08702 407014  
Email: [info@homeopathyactiontrust.org](mailto:info@homeopathyactiontrust.org) [www.homeopathyactiontrust.org](http://www.homeopathyactiontrust.org)  
Company No. 02463858, Registered Charity no. 328537