**Coast-R Network Small Grants Fund**

**Round 1: Early Career Researchers**

**Application Form**

**Important Notes:**

* Fully completed applications should be submitted via email to [CoastR@hull.ac.uk](mailto:CoastR@hull.ac.uk) by **15:59:59 GMT on 31/10/2025**. **Applications received after this date will not be considered for funding.**
* All sections of this application form should be completed in full and within the word limit. **Applications which do not have all sections completed in full, or which exceed the word limit in any section will not be considered.**
* Please see our Privacy Policy for more information about how we process and use your data: [Data Protection | University of Hull](https://www.hull.ac.uk/policies-and-information/data-handling-and-security)

**Section 1: Organisation Details**

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| 1. **Organisation Name:** |
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| 1. **Type of Organisation:** (Please check the correct box) |
| Higher Education Institution (HEI)  Other UKRI-eligible Research Organisation |
| 1. **Project Lead : (Name, Position & Title) :** |
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| 1. **Project Co-Lead(s) : (Name, Position & Organisation) :** |
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| 1. **Other Project Participants : (Name, Position & Organisation) :** |
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| 1. **Lead Organisation’s Registered Address: (Street name & no., Town/City & Postcode):** |
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| 1. **Local Authority Location(s) Served:** Please list the Local Authority areas which you propose your project will work in, and/or any local authority areas which will also receive direct benefit from the project. |
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| 1. **Contact email:** |
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| 1. **Organisation Website Address:** |
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**Section 2: Project Details**

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| 1. **Which Coast-R Priority Activity Areas will your project work in?**   Select a **maximum of 2** Priority Activity Areas only. Whilst we appreciate that there is a level of overlap between priority areas, we will expect projects to have a clear focus on no more than two areas. |
| 1. Translating knowledge / **making research findings accessible** to new audiences including practitioners, policymakers and/or researchers.  **2. Collating or scaling up learning** across regions, devolved nations, or sectors.  3. Developing new toolkits & approaches, including for delivering **community engagement ‘at scale’.**  4. Fostering the **exchange of ideas and approaches** between coastal communities ‘at risk’.  5. Developing improved evaluation and monitoring of existing projects.  6. Fostering skills for **inclusive resilience,** including amplifying marginalised voices. |
| 1. **Project Title: (20 words maximum)** |
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| 1. **Project Description: (1000 words maximum)**   **Please provide a description of your project, explaining clearly:**   * The aims and objectives of the project. * How your project addresses your chosen priority area(s) (max. 2). * The brief context of your project and the specific gaps in knowledge you will address. * Your chosen methods and/or activities. * Outputs and intended outcomes – how will you capture and share your learning with others? What will you deliver (outputs) and what will change as a result of your project (outcomes)? |
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| **13. Skills & Expertise:** Please briefly outline the skills and expertise that will allow you to deliver your proposed project, including how your project meets the requirement around ECR involvement, mentoring and support (as set out at Section 2 of the Commissioning Brief & Applicant Guidance document).  **Please note that demonstration of this requirement is essential. Projects which do not demonstrate this will be deemed ineligible, and will not be taken forward.** **(300 words maximum)** |
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| **14. Please outline how the proposed project will address EDI and accessibility: (200 words maximum)** |
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| **15. Cross-sector/community/partner involvement:** Please outline how your project will involve different sectors, communities and partners in its design and/or delivery **(200 words maximum)** |
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| **16. Project Partners:** Please complete the table below, listing partners who will work with you to deliver this project and providing a brief description of their involvement / contribution. E.g. Access to audience groups, providing venue, materials, or time ‘in kind’, providing additional funding support, etc. |
| |  |  |  | | --- | --- | --- | | **Organisation Name & Type:** | **Description of involvement / contribution:** | **Has this support been formally confirmed? Y/N.** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |
| **17. Participant Data and GDPR:** Please state whether your project will involve the collection, processing, or sharing of participant data.  If so, please set out what processes and safeguards will be put in place to ensure that this data is collected, processed and shared in a way which ensures compliance with the General Data Protection Regulations (GDPR): **(300 words maximum)** |
|  |
| **18. Key Milestones and Outputs:**    Referring to Section 3 of the Project Commissioning Brief document for Round 1, please insert your key milestones and outputs into the table below. **Please ensure that these reflect the following key dates for Round 1 Small Grants Projects:**   * Round 1 projects commence delivery: February 2026 * Round 1 projects complete practical delivery: 31st October 2026 * Round 1 projects complete reporting: 30th November 2026.   **Milestone:** A date on which an event which is critical to overall delivery takes place, or an achievement critical to overall delivery is completed.  **Output:** A product delivered by your project’s activities.  **Outcome:** The desired, measurable long-term impact or change that results from your project’s activities.  **Please remember that projects will also be required to contribute to a Coast-R webinar and provide a blog our website & newsletter. You can suggest preferred dates for these in the table below, if you wish.**  **Projects must also provide a final report; larger projects must also provide quarterly progress reports in early May and early August 2026. There is no need to list these here.** |
| |  |  | | --- | --- | | **Milestone Description:** | **Delivery Date:** | |  |  | |  |  | |  |  | | **Output Description:** | **Delivery Date:** | |  |  | |  |  | |  |  | |

**Please see/complete Q19, Project Budget, on the next page…………………**

**Section 3: Project Budget**

**Q19. Please provide a breakdown of your intended project budget,** taking note of:

1. **The minimum grant level, and maximum grant levels available** for Starter Funds and Larger Funds:

* **Starter Funds:** Minimum grant value is **£5,000;** requesting less than this will not be considered. Maximum of **£7500** (inclusive of any non-reclaimable VAT) Coast-R grant funding available.
* **Larger Funds:** Maximum of **£25,000** (inclusive of any non-reclaimable VAT) Coast-R grant funding available.

1. **The notes on eligibility of items provided at Sections 6 and 7 of the Project Commissioning Brief & Applicant Guidance document:**

* Please note that Directly Allocated overhead costs are capped at 20% of the total grant figure requested. The 20% cap applies to all **DA** ***overhead* costs,** but not **DA *staffing* costs** where these relate to the Early Career Researcher involved.
* Please remember that project costs **will be funded at 80% (not 100%) of Full Economic Cost (FEC).**

An example of how to detail items which it is intended will be part-funded by a funder other than Coast-R is provided in blue text in the table below.

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| **Budget Item:** | **Total Cost: (£)** | **Cost at 100% of FEC (‘Cost to funder): £** | **Amount sought from Coast-R at 80% of FEC (‘Price to funder’): £** | **Amount contributed by other funder(s): (£)**  (Please specify name of other funder) |
| *Example: Venue hire for community workshop in Scarborough, May 2026.* | *£2,500* | *£1250* | *£1000* | *£1250 Match funding*  *contribution from North Yorkshire Council.*  *£250 Match funding contribution from Teesside University (20% of FEC).* |
|  |  |  |  |  |
|  |  |  |  |  |
| **Grand Totals:** (All costs): | **£** | **£** | **£** | **£** |

**Section 4. Head of Department Declaration & Signature:**

**Please note that this section must be completed by the relevant Head of Department within your organisation.**

**Please provide an electronic signature authorised by the person in question.**

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| **Declaration:**  *I confirm that I am aware of this application and any impact upon departmental resources, and that I am supportive of the application.*  **Name (Print):**  **Signature:**  **Date:**  **Position:** |

***This is the end of the application questions. Before you submit, please tell us how you found out about the Coast-R Network’s Small Grants Fund*** (e.g. social media, email, an event, word of mouth, etc):