FIRE SERVICE RESEARCH AND TRAINING TRUST
Guidance for grant bids

Grant applications should contain relevant information for the Trustees to consider and should preferably follow the headings shown below, taking account of the notes shown below those headings.

Background

This section should describe the background to the bid, in particular explaining why the research/training is needed.

Purpose

This should be a statement of the overall objectives of the proposed work, paying particular attention to expected and achievable outcomes. Successful bids for grant, will be designed to make a significant quantified contribution to the objectives of the Trust, which are to promote and assist:

• research into the methods of extinction of fires and the protection of life and property in case of fire;

• the training of fire service personnel;

• the improvement of rescue techniques;

• the improvement of community fire safety; and

• the efficiency and effectiveness of the fire service as a whole.

Outcomes

Every approved project will have a definable outcome specified, describing who will benefit from the research or training and how that application relates to the objectives of the Trust.

Planning

This should contain a preliminary outline of the project plan. It should be as concise as possible while containing enough information to convince Trustees of the specific, measurable, action planned, which is realistic and of a timely nature. The plan should specify appropriate and costed milestones, with desired outcomes for each stage. It should also highlight any risks to the project or the delivery of outcomes. An endorsement by an academic body, professional association or public agency will be taken into account by the Trustees, when applications are being considered.

People

This should contain a brief review of the skills, experience, competencies and qualifications of those applying for the grant, where it is relevant to the grant application. It should also highlight any other relevant work they have undertaken and any potential conflicts of interest.

Resourcing

All resourcing costs should be fully specified, in terms of human resources, equipment needs and any other financial requirements. It may be an advantage if an application has attracted some form of match funding and if this is the case it should be specified here.

Evaluating

The methodology to be used, in order to evaluate success in contributing to the objectives of the Trust, should be outlined in the grant application. It is expected that an appropriate evaluation will be included in both progress and final reports to the Trustees.

Reporting

In order to satisfy themselves that projects are progressing satisfactorily, Trustees will expect regular progress reports. These should be relatively concise, and submitted as appropriate to the length of the proposed research project. The precise timing of progress reports will be subject to the type of project, however, reports may be required at the completion of project phases, and the release of grant may be subject to the satisfactory completion of such reports. For longer, ongoing projects, an annual summary report may be appropriate. A final report, summarising the work and its achievements in terms of the objectives of the Trust, suitable for publication on the Trust website, will be required for all projects. Trustees will specify the reporting requirements when grants are approved.