| **Title of project:** |
| --- |
| **Objectives:***(What will have been achieved by the end of the project)* |
| **Rationale & Background:***(Please use no more than 500 words to describe the background to and need for the project)***Needs analysis is best done as part of the application process (unless it is the objective of the project) and presented here to help us evaluate how the project meets our award criteria** |
| **Collaboration (to be completed only by those applying for funding of £6000 as part of a partnership):**Please explain the value of each party:* what will each contribute?
* how will the collaboration enhance the value of the project?
 |
| **Outline of project stages and timeline:** *(add further rows below if needed)***The deadline for applications is 31 October 2025, which is followed by a review period. No project should be expected to start before February 2026.**

| **Dates** | **Description of activities** | **Duration** |
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| **Evaluation:**(Include measures for immediate evaluation (questionnaires, feedback forms, etc.) and for the assessment of longer-term impact). How will you measure the impact of each of your objectives?

| **When will you do this?** | **What method of evaluation will be used and how?** | **How does it help you measure your initial objectives?** |
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| **Budget:**1. Local funding:

| **Description** | **Breakdown** | **Total cost** | **Comments** |
| --- | --- | --- | --- |
| *e.g. Venue for workshop* | *e.g. 2 days* | *e.g. Free – but paid-for meeting room would cost £200 total)* | *e.g. Provided by University of X* |
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1. Hornby funding:

| **Description** | **Breakdown** | **Total cost** | **Comments** |
| --- | --- | --- | --- |
| *e.g. Analysis of needs* | *e.g. 6 hours by research assistant @10 GBP per hour* | *e.g. £60* |  |
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c) Other:   |
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**Please send your draft application to Martin Wedell at martin.wedell@hornby-trust.org.uk by 19 October 2025 for review**

**Please upload your reviewed application form here:** [**https://forms.gle/rxnjXK4rtowvngqK9**](https://forms.gle/rxnjXK4rtowvngqK9) **by 31 October 2025.**