



Action Research Grants 2024-25 - Guidance for Applicants

IMPORTANT DATES

Applications portal opens on our website	Thursday 22 February 2024 at 9am (UK time)
Zoom meetings for applicants	10 minute meeting slots available on the following dates: 20 March, 17 April (between 8.30-11.30am). Book at least 2 weeks in advance
Deadline for applications	Thursday 2 May 2024 at 4pm (UK time)
Applicants notified if their application has passed basic eligibility criteria and been sent for scrutiny:	Monday 13 May 2024
Applicants notified of the final outcome	Thursday 27 June 2024
Projects must begin	Between August 2024 and 31 March 2025

THE FROEBEL TRUST

1. Friedrich Froebel (1782-1852) was a pioneering German educator whose enduring influence has spread far and wide. He devised a set of principles and practices which formed part of an interactive education process, which he named 'Kindergarten.'
2. The Froebel Trust is a UK-based charity, which aims to promote and advance knowledge and understanding of a Froebelian approach to education, for the benefit of children (birth to eight years) and their families and educators, communities and environments.
3. The Froebel Trust's vision is of a world in which childhood is valued in its own right and each child's capability is recognised and respected. It is one in which all young children (birth to eight years) have access to high quality educational experiences based on [Froebelian principles](#).

OUR CHARITABLE PURPOSES & FUNDING

4. The Froebel Trust provides funding for research and practice development as well as specialist training, and information and support for continuing professional learning.
5. Our work is focused on **Early Childhood Education and Care** for children from birth to eight years of age – a broad and often multi-disciplinary field of study to inform, support, critique and advance Froebelian approaches to education pedagogy and practice as well as further research.
6. Our grants for research include Action Research Grants. These grants are for education settings and schools in the UK that want to run a project to explore an aspect of their work. These projects will

involve a **mentor** (see below) who will help to guide or support the research process. Applicants do not need to identify a mentor unless they wish to do so.

7. Our Action Research Grants give educators/practitioners the opportunity to undertake an action research project about an aspect of Early Years practice with a Froebelian approach. Most projects will last for one academic year starting in August/September 2024.
8. **We can only support projects that are clearly linked to our charitable objects**, which are: *To promote for the public benefit the advancement and understanding of Froebelian principles of education in learning within the UK and internationally.*
9. Applicants will hear on Thursday 27 June if they have been selected for the awards. The successful applicants must be in a position to commence their projects between August 2024 and 31 March 2025.

WHO CAN APPLY?

- Please read this section carefully. If you have any questions about whether you are eligible to apply for an Action Research Grant, please look at our FAQ document on our [website](#) before contacting us. To apply for an Action Research Grant, the lead applicant must:
 - Work in a setting or school in the UK, which is registered and inspected by the relevant, official body in Scotland, England, Wales or Northern Ireland.
 - Work with young children (any age from birth to eight years inclusive) and their families and communities.
 - Have completed (before the project starts) a [Froebel Course](#) at the University of Edinburgh or the University of Roehampton; or all six elements of the [Froebel short course](#) delivered by Travelling Froebel Tutors.
 - Be in a leadership role.
 - Understand what is involved in a project of this kind and have the capacity to lead it.
 - Have full support for the proposed project from the senior manager of the setting or school (if different from the lead applicant).
- Two or more settings / schools can apply to do a joint project but the lead applicant must meet the criteria above.
- All Action Research projects will include a research mentor. The lead applicant can act as the research mentor if they meet the eligibility criteria below. Applicants do not have to identify a mentor when submitting an application unless that person is also the lead applicant. We can help shortlisted applicants to find a mentor.

The research mentor must:

- Have previous experience of designing and carrying out relevant research at Masters level or above.
- Understand what is involved in practice-led or practice-based research, including action research.
- Have previous experience of writing about a research project (e.g. in a dissertation, report or publication) and sharing their learning from that research.

- In deciding whether to support travel to events, the Trust will give serious consideration to the benefits to the project versus the environmental impact.
- The Froebel Trust is committed to Sustainable Development Goals, an international commitment to end poverty and hunger and stop climate change. We ask you to tell us about how your project will align with these aims in the application form. You can find out more about Sustainable Development Goals (SDG's) on the UNESCO [website](#).

HOW THE FUNDS CAN BE USED

- Action Research Grants are likely to be up to a maximum of £5,000 inclusive of VAT or other charges, where applicable.
- The grant is intended to cover direct project costs, such as staff time (including research mentor time) to work on the project / supply cover for project staff; and a small amount for materials or resources associated with project work.
- **The budget should include research mentor time**, even if a mentor has not been identified. We would expect to see at least one hour of mentor time for every project month. The mentor might give more time in busier project months and less (or none) in the quieter months.
- The cost of resources or materials must be less than 20% of the total project budget.
- Shortlisted applicants will need to submit an original bank statement and financial records for their organisation before an award can be confirmed.
- Project funds awarded by the Froebel Trust must be ring-fenced and used only for the stated purposes.

HOW TO APPLY

- The online grant application portal will open at 9am on Thursday 22 February 2024 (UK time). Our online portal allows applicants to save and return to partially completed forms. You will need to create a password to save your progress, please do not lose this as you will need it to resume your application.

We have provided answers to some frequently asked questions (FAQs) on our website. If you have a question not covered by the FAQs, please don't hesitate to contact our Programme Manager (Grants & Events) by emailing office@froebeltrust.org.uk.

If you have further questions, you can book a ten minute meeting slot available on the following dates: 20 March or 17 April 2024 between 8.30am -11.30am (UK time). Please book **at least two weeks** before with your preferred date and time by emailing office@froebeltrust.org.uk.

- Applications must be made through our online portal and completed before the deadline of **4pm on Thursday 2 May 2024** (UK time). Late applications will not be considered.

The form asks about:

- Your Froebelian focus
 - Evidence of registration of your setting/school
 - A detailed project outline and how you or a mentor will guide and support the research
 - How will you share your learning with other people, especially any important messages for practitioners, policymakers, families or researchers
 - A detailed budget
- Make sure you have the support of the head of your setting before preparing and submitting an application. Please consider the setting's sustainability policy and the environmental impact of your proposed project.

If you experience any problems with the online application portal or have any questions about eligibility, please email office@froebeltrust.org.uk for the attention of our Programme Manager (Grants & Events) Victoria Arneil.

- All eligible applications will be considered via our grant scrutiny and selection process. Applications that do not meet our basic eligibility criteria will be rejected. Unfortunately, we are unable to provide feedback to unsuccessful applicants.

Assessment process

Applications that pass the eligibility check will be notified by 13 May if their application has been sent to the Scrutiny Group, along with an invitation link to complete the Froebel Trust's Equalities Monitoring Survey, which is anonymous, voluntary and separate from the grant application.

Eligible applications will be evaluated by at least 2 members of the Trust's Scrutiny Group, which will result in a shortlist of applications. The shortlist is derived from a combination of evaluative comments and scores for each application from the Scrutiny Group and will be reviewed by the Grants Panel.

Some applicants may be asked to provide further information to clarify aspects of their application; some may be invited to a short Zoom discussion for this purpose.

Outcome

On **27 June 2024**, all applicants will be notified of the outcome of the selection process by email. Please bear this date in mind when adding email addresses to the application form.

Further Information

1. The Trust's aim is to ensure that the funding and grants we offer are distributed fairly. Both Trustees and the Froebel Trust team are committed to increasing the inclusiveness of our grant-making processes, with the aim of achieving greater diversity in our applicants (including the schools, early years settings and universities which receive our funding). All applicants that meet our funding criteria will be sent a link to our **Equality Monitoring Survey** which helps us to

understand how well we are reaching different groups of people. Answers are anonymous and participation is voluntary.

You can read our statement on Equality, equity, diversity and inclusion on [our website](#).

2. Successful applicants will be required to sign our Grant Offer, which includes specific Terms and Conditions of awards, **which are not negotiable**. A sample copy can be viewed on [our website](#).
3. Anyone who receives an Action Research Grant will be expected to meet online with the Programme Manager midway through the project to discuss progress.
4. A final report must be submitted by Action Research Grant holders within three months of the project's completion. We will provide guidance about preparing the final report, which will be peer reviewed and published on our website.
5. Reports that contain images are often more attractive to readers. We can only publish images if appropriate consent has been collected from people whose images are shown (or their parents or carers if they are children).
6. At the end of a project, a statement of expenditure will also be required. This must explain in detail how the grant was spent. We will supply a template to fill in.
7. We often ask our grant recipients to get involved in our seminars, webinars and conferences. This is a way to share knowledge and understanding with others, especially key messages and learning from a project.
8. The Froebel Trust must be acknowledged on any material or publicity that is produced for external presentation or publication in association with / resulting from an Action Research Grant. Please refer to our Photography and Film Images policy and Social Media and Communications policy (copies available on request).
9. If you receive a grant from us, you might be invited to complete a questionnaire or take part in an interview as part of our self-evaluation activities. Participation is entirely voluntary.
10. The decision of the Froebel Trust Council will be final. Every effort has been made to develop a thorough, fair and informed assessment process. The Trust reserves the right not to enter into any correspondence about the assessment process and/or any subsequent monitoring procedures.
11. We are here to help. If you experience any problems with the online application portal or have any questions about eligibility that are not covered in our FAQs, please email us and we will respond as fast as we can. Please write to office@froebeltrust.org.uk for the attention of Victoria Arneil, Programme Manager (Grants & Events).