



Guidance for Applicants

John Innes Foundation Grant Application – Guidance Notes

The John Innes Foundation (JIF) supports impactful projects in education, research, enterprise, and/or public engagement. These grants are designed to advance knowledge, innovation and/or public understanding in these areas. This document is designed to help applicants understand the grant application process, eligibility requirements and the criteria used to evaluate proposals. Please read carefully before submitting your application.

What Can You Apply For?

Grants are available for:

- **Education:** Projects that enhance the education of young people (from pre-school to post graduate level) in science, agriculture, and/or related fields. Examples include STEM outreach programmes, workshops and teacher training initiatives.
- **Research:** Initiatives that advance scientific research, particularly in plant science, microbiology and/or agriculture.
- **Enterprise:** Projects that promote innovation, commercialisation, entrepreneurship, and/or enterprise development, especially relating to plant science, microbiology and/or agriculture.
- **Other:** Projects relating to JIF's historic collections and the history of plant and microbial science.

Contact clerk@johninnesfoundation.org.uk if you are unsure which category to select.

Eligibility Criteria

To apply, your project must:

- Align with JIF's mission to advance the acquisition and application of knowledge about plants and microbes for societal, environmental and commercial benefit. See <https://www.johninnesfoundation.org.uk/about/> for further details.
- Provide evidence of planned or secured match funding or in-kind contributions. Examples include signed letters from collaborators, proof of institutional funding, or offers for in-kind support.
- Include clear, measurable objectives and an impact plan.

- Be based in Norfolk and/or involve a collaboration with an organisation at Norwich research Park

Ineligible Projects

Please note that grants are unlikely to be awarded for:

- Day-to-day operational costs.
 - Projects without alignment to JIF's mission.
 - Travel or subsistence costs unless directly necessary for project delivery (e.g., field research trips).
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How to Apply

1. Prepare Your Application:

- Review the grant application form and guidance notes.
- Ensure your project aligns with one of the eligible categories and meets the eligibility criteria.

2. Submit Your Application:

- Complete the grant application form and combine supporting documents into a single PDF file.
- Use the subject line: JIF Grant Application - [Project Title] and email your application to clerk@johninnesfoundation.org.uk.

3. Deadlines:

Applications are accepted on a rolling basis and will be reviewed at meetings of the JIF Trustees which take place three times per year. Applications must be submitted by the following deadlines for review at the subsequent meeting:

- 31st January (outcome communicated by 31st March)
 - 30th May (outcome communicated by 30th July)
 - 30th September (outcome communicated by 30th November)
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After Receiving a Grant

If your application is successful:

- Funds must be used for the activities/items detailed in your application.
- Projects must be completed, and funds spent, within 1 month of the project end date, unless an extension is agreed in advance.
- Complete an End of Project Report within 3 months of the project end date, detailing outcomes, benefits and impact, with accompanying photos and feedback (if applicable). A template will be provided.

- Research enterprise projects will be reviewed annually by the Science Sub Committee with a formal presentation of 20 minutes given by the grant holder.
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Key Responsibilities of Grant Recipients

1. Spend the funds on the approved purpose within the agreed timeframe.
2. Report on project progress, including:
 - Number of participants and beneficiaries.
 - Measurable outcomes (e.g., published research, community engagement metrics).
 - How the project has contributed to JIF's mission.
3. Notify JIF in writing if there are any significant changes to your project plans.

Section-by-Section Guidance

Section A: Project/Initiative Details

- **Grant Purpose:** Provide a the big-picture overarching description of what the project aims to achieve and the problem it addresses. Include why is it important and how it aligns with JIF’s mission to advance the acquisition and application of knowledge about plants and microbes for societal, environmental and commercial benefit. See <https://www.johninnesfoundation.org.uk/about/> for further details.
- **Objectives:** Include specific measurable actions or steps taken to achieve the grant’s purpose. E.g., Train 50 teachers through two-day workshops on plant science by the end of the first project year
- **Additional Criteria for Research and Enterprise Focused Applications:** For proposals with a research or enterprise focus, applicants are encouraged to answer all questions in this section. Highlight any plans for commercialising outcomes, such as creating products, licensing technology, or forming partnerships.

Section B: Additional Questions for Research and Enterprise Focused Applications

- Complete this section if your project involves research or enterprise (for example, a research fellowship).
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Section C: Financial Information

- **Match Funding and In-kind contributions:** Let us know if you have any other sources of financial or in-kind support for the project. Indicate if these have been agreed or are awaiting confirmation.
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- **Total Cost:** Entre the sum cost of the project including funding from all sources.
 - **Cost Phasing:** Provide a clear plan of when you will require the funds.

Section D: Impact and Sustainability

- **Expected Impact:** Focus on the outcomes that will change or improve because of your project. Use specific metrics where possible, specifying target audience, e.g. school pupils (include age), teachers, early career researchers...
 - **Knowledge Exchange:** How will the results or benefits will be shared and used beyond the immediate project scope.
 - **Sustainability:** If appropriate to the scope of the project, nclude plans for follow-up funding, integration into existing programs, or self-sustaining models.
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Section E: Supporting Documentation

- This section is optional. Ensure any additional information is relevant and concise, space is limited to a maximum of 3 A4 pages.
 - If attaching supporting documents, combine into one single using the naming convention 'JIF_[ProjectTitle]_Supporting_Documents.pdf'
 - Finally, there is an opportunity to provide any additional information that you feel is relevant to your application but has not been addressed in the earlier sections. For example, you may wish to include additional context about your organisation or project, or any unique aspects of your proposal that demonstrate its importance or potential impact. Please be brief in your response.
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Section F: Submission

- Email completed applications to: **clerk@johninnesfoundation.org.uk**.
 - Subject line: **JIF Grant Application – [Project Title]**.
 - File name: **JIF_Grant_Application_[ProjectTitle].pdf**.
 - Ensure all supporting documents are appropriately named and referenced in the application form.
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Evaluation Criteria

Applications will be assessed based on:

1. Eligibility according to criteria specified on page 1 of this document.
 2. Alignment with JIF goals.
 3. Clarity and feasibility of objectives.
 4. Financial viability, including match funding or in-kind contributions.
 5. Potential impact and measurable outcomes.
 6. Sustainability (if appropriate to the scope of project).
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If you have further questions, contact us at **clerk@johninnesfoundation.org.uk**. We look forward to receiving your application and supporting your impactful work!

We Value Your Feedback

The John Innes Foundation is committed to continuously improving our grant-making process to ensure it is fair, transparent, and supportive for all applicants. We warmly invite you to share

your feedback on your experience with the application process, including any challenges you encountered or suggestions for improvement.

Your input will help us refine our guidance, forms, and overall approach for future applicants. If you would like to provide feedback, please email **clerk@johninnesfoundation.org.uk**.