

What to expect as an applicant and grantee

Welcome to SHINE's Grant Application Process, a comprehensive guide designed to assist applicants and potential grantees in navigating the journey from the initial enquiry to project scaling. This document outlines the step-by-step process, requirements, and ongoing support mechanisms provided by SHINE to ensure the success of your innovative project.

SHINE applicants

Process	Timescale/Date
Initial Enquiry and writing of application	3-6 months
Draft application submission with feedback provided	April (2 months before Grants Cluster)
Final application submission	May (2 months before Grants Cluster)
Grants Cluster	June
Decision	June (a maximum of one week after Grants Cluster)

SHINE grantees

Process	Timescale/Date
Paperwork issued and returned	July/September
Project Starts and first payment released	July/September
Theory of Change and Monitoring and Evaluation (M&E) Workshop	September
M&E call with Programme Manager	September/October
M&E plan submitted	November
Project Visits	Ongoing
Check-in calls with Programme Manager	Ongoing
Mid-term Report submission	February
End of Year/End of Grant Report submission	July
Reflection Call	September/October
Scaling up Process	3-6 months before the end of grant



What to expect as a SHINE applicant

Application process

1. Initial Enquiry:

- ◆ Applicants submit their initial enquiry detailing the project overview and what funding stream they are applying for through the SHINE website.
- ◆ Should the Programme Manager find it fitting to explore funding possibilities, they will arrange a call with the applicant to initiate an introductory discussion.
- ◆ The Programme Manager, after consulting with the wider grants team, will guide them on the suitability of applying for funding.

2. Detailed Application Discussion:

- ◆ There will then be follow-up calls with the Programme Manager for a thorough explanation of the application process and further exploration of the proposed project.
- ◆ The Programme Manager will send relevant documents and guidance during this session.
- ◆ The application process typically spans between 3-6 months, during which time, applicants are encouraged to maintain regular communication with the Programme Manager for ongoing support in refining their applications.
- ◆ Applicants will be expected to submit a draft application for the SHINE team to review and receive preliminary feedback.

3. Application Requirements:

- ◆ The Programme Manager is here to assist applicants in crafting their application, addressing any queries, and offering guidance. They will be available via phone or email throughout the process.
- ◆ Provide comprehensive **school information**, including Pupil Premium figures and school networks.
- ◆ Clearly articulate the **project focus**, identifying the problem the initiative aims to solve.
- ◆ Present a concise **project description** outlining the key aspects of the project.
- ◆ Define anticipated **outcomes** and the impact that is hoped to be achieved.
- ◆ Address **scalability**, considering how the project can be shared or expanded.
- ◆ Demonstrate effective **risk management** by identifying key risks and proposing mitigation strategies.
- ◆ Provide a realistic **budget** that clearly outlines the requested funding from SHINE, incorporating details of match funding.

4. Grants Cluster Decision:

- ◆ Note that all applications undergo review by a Grants Cluster in **June**, where Trustees make funding decisions.
- ◆ Submission of a draft application is required in **April**, two months before the Grants Cluster.
- ◆ Final applications must be submitted in **May**, one month before the Grants Cluster.



5. Post-Grants Cluster Communication:

- ◆ Following the Grants Cluster, the Programme Manager will contact the applicants to communicate the outcome.
- ◆ Successful applicants will receive confirmation, while those not selected will be provided with constructive feedback.

What to expect as a SHINE grantee

Upon being granted funding, successful applicants will engage in the following process:

1. Theory of Change Workshop:

- ◆ Attend a Theory of Change workshop to develop a comprehensive understanding of this framework.
- ◆ Create a personalised Theory of Change for the project, serving as a working document for ongoing updates as needed and support with the monitoring and evaluation of the project.

2. Monitoring and Evaluation (M&E):

- ◆ Participate in a webinar on Monitoring and Evaluation (M&E) to understand SHINE's strategy in aiding Grantees with their project's M&E process.
- ◆ Engage in an M&E call with the Programme Manager to delve deeper into the process.
- ◆ Collaborate with the Programme Manager to formulate 2/3 research questions annually and identify appropriate measures, such as questionnaires, attainment data, and focus groups.

3. M&E Plan Development:

- ◆ With the ongoing support from the Programme Manager, craft a detailed M&E plan that incorporates the established research questions and chosen measures.
- ◆ Commit to answering these questions throughout the project's duration and share learning through report updates twice annually.

4. Annual M&E Cycle:

- ◆ Repeat the M&E process annually, ensuring continuous learning, adaptation, and improvement.

This structured approach aims to empower grantees with essential tools for effective project management and establishes a robust foundation for ongoing reflection and refinement using SHINE's evaluation strategy.





Once delivering the project:

Throughout the project, the Programme Manager remains available via email and phone, with the flexibility to arrange additional calls promptly if any urgent matters arise or further assistance is needed.

Once the project is underway, grantees will have the opportunity to engage in various SHINE workshops held throughout the year, including 'Network & Learn' sessions. These sessions, shaped by grantees through a questionnaire, provide a platform to connect with fellow grantees, and enhance project management skills.

Additionally, the Programme Manager will schedule 2-3 check-in calls throughout the year, including a reflective call at the end of the school year. These calls serve as valuable touchpoints for discussing project progress and addressing any evolving needs.

Furthermore, the Programme Manager aims to conduct 1-2 supportive project visits annually. Additionally, other SHINE staff may attend, along with potential key stakeholders such as Trustees and donors. During these visits, there will be discussions on the overall project, its planning, highlights, and challenges. The focus will extend to project delivery, including meetings with delivery staff, and engagement aspects, such as interactions with beneficiaries and assessing attendance levels. These visits provide a valuable opportunity to address any specific assistance or support needed from SHINE, and for the SHINE team to establish a deeper connection with the project on the ground.

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Purpose of Reports:

These reports serve as a mechanism for the Programme Manager, the wider team, Trustees, and occasionally donors or third parties to comprehend project progress. They also contribute to SHINE's ongoing learning and development efforts. The grants team is available to offer support with reporting as needed.

Mid-Term Report – Due in February:

Submitted in a provided template with guidance, this report serves as a checkpoint for reflection and support.

Grantees will provide updates on key activities, addressing: Overall progress, Development, Delivery, Engagement, Outcomes (M&E), and Budget.

This mid-term evaluation allows SHINE to identify strengths, address challenges, and offer tailored support.

End of Year Report – Due in July:

Presented in a narrative format with written guidance provided, grantees are expected to evaluate the year's activities and outline future plans.

The report covers the same headings as the mid-term report, encouraging grantees to draw insightful conclusions from the information provided.

End of Grant Report – Due in July of the Final Year:

Similar to the End of Year report, grantees are required to draw conclusions from the entire funding period.

This report should include future plans, detailing how the project intends to continue post-funding.

The Programme Manager will provide feedback on the report, with an opportunity for further discussion in the reflective call.

Next Steps – Scaling:

If projects demonstrate evidence of promise and the grantee wants to receive SHINE's support for expansion, they can engage in a discussion with the Programme Manager about the next steps, which may include a scaling application. Please note that the application process may require 3-6 months of preparation.

