**Teacher Development Fund – Stage one**

**Sample Application form**

Please note this form is for guidance only. All applications must be submitted via PHFs online portal <https://tinyurl.com/PHF-Portal-Account>

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Before filling in this application form please ensure that you are familiar with the Teacher Development Fund (TDF) guidelines and other materials provided on the [PHF Website](https://www.phf.org.uk/funding/teacher-development-fund) and [Teacher Development Fund Resource Hub](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fpadlet.com%2FP_H_F%2Fteacher-development-fund-resource-hub-omluqk3jujyksa4p&data=05%7C02%7CTRoss-Cameron%40phf.org.uk%7C0fd5a4ce231048a4a86308dcd0d227a2%7C48f8c69acc3c4d228e67af73d1e0ba9b%7C0%7C0%7C638614848245340298%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=kVtsc%2B%2B7GfYAYrhO5quZ7npuMHEJGoHx%2BrvXZxgI01E%3D&reserved=0). This content, which includes FAQs about the application process, provides important information about the Fund, its priorities and approaches.

The TDF Resource Hub also has links to introductory films, articles, and blogs giving insight into past TDF projects from the perspective of Headteachers, teachers and arts/cultural organisations.

We strongly encourage applicants to the fund to engage with these resources before applying.

The deadline for completing this stage 1 application form is **12 noon Wednesday 13th November 2024.**

# Lead Applicant Organisation:

**Question: What is your organisation's name?**

**Question: What is your organisation's legal name?**

**Question: If your organisation is known by any other name, please give that name as well.**

**Question: Please briefly describe your organisation and the type of work that it does:**

The description might include the type of organisation e.g. a school, theatre company, and some brief account of the distinctive features of that organisation, for example, size, location, the type of work it undertakes or the type of people it typically works with. e.g.? A theatre company working with children and young people in the Wirral.

**Question: Organisation address details:**

Building no, Street, Town/city, Postcode.

**Question: Organisation Telephone number.**

**Question: General email address for your organisation.**

**Question: Organisation website (if applicable).**

**Question: Organisation Legal status.**

Select from:

* Registered Charity
* Company (limited by guarantee)
* Charitable Incorporated Organisation (CIO) or Scottish CIO
* Unincorporated Association
* Community Interest Company
* Industrial and Provident Society
* Trust
* Other

**Question: In which year was your organisation established?**

This was the year your organisation became a legal entity.

**Question: Charity number (If applicable)**

**Question: If applicable, when was your organisation registered as a charity?**

**Question: Company number (If applicable)**

**Question: If applicable, when was your organisation registered as a company?**

Select from Calendar pop-up.

**Question: What was your organisation's income in the last financial year?**

# Lead Applicant contacts:

**Question: Lead contact details for the Application:**

First name, Last name, Job title/role, Telephone number, Email Address.

**Question: Chief Executive / Headteacher of lead organisation contact details:**

First name, Last name, Job title/role, Email Address, role (to select from a drop-down)

**Note: Cohort Learning Programme**

Teacher Development Fund grant holders are required to take part in the free Cohort Learning Programme. An overview of the Cohort Learning Programme will be shared during the second stage of the application process. Full details, including dates, will be communicated to successful applicants after Easter.

# Application questions:

**About your proposal:**

PHF envisions a more equitable school system where high-quality arts-based learning is a core part of all children’s education. The purpose of the Teacher Development Fund is to support delivery of effective and sustainable arts-based teaching and learning opportunities in the primary classroom, and to embed learning through the arts in the curriculum. It aims to do this through supporting teachers and school leaders to develop the necessary skills, knowledge, confidence and experience

**Question 1: Are you a school or arts / cultural organisations?**

**Question 2: What Partners do you intend to work with on this project/**

**Question 3: Where will this work take place?**

* East of England
* East Midlands
* London
* North East
* North West
* South East
* South West
* West Midlands
* Yorkshire and the Humber
* Northern Ireland
* Scotland
* Wales

**Question 4: Which art forms does your organisation focus on?**

Select up to five from the following:

* Crafts
* Creative writing (incl poetry)
* Dance
* Design
* Digital Arts / Media
* Film
* Music
* Opera
* Photography
* Theatre / Drama
* Visual arts
* Other

**Question 5: Please tell us about the arts-based content/approaches and the curriculum area(s) you intend to focus on.**

**Question 6: What areas of teachers’ knowledge and practice do you hope to develop?**

**Question 7: How will your approach support pupils experiencing inequity to overcome barriers to learning?**

**Question 8: Please tell us briefly about your proposed Teacher Professional Learning model.**

**Question 9: How did you hear about Paul Hamlyn Foundation?**

Select from the following options:

* Event or conference
* Online search
* Word of mouth
* PHF newsletter
* Third-party newsletter or bulletin
* Facebook
* X / Twitter
* LinkedIn
* Instagram
* Other social media
* Other source

**Question 9a: If you chose 'other social media', 'third party newsletter or bulletin' or 'other source' in Q9 - please specify what this was.**

# Safeguarding of children and vulnerable adults

All Paul Hamlyn Foundation funded organisations, individuals and projects that work with children and young people or vulnerable adults are required to have safeguarding and digital safeguarding policies and active procedures in place.
Please read Paul Hamlyn Foundations own [**safeguarding policy**](https://www.phf.org.uk/wp-content/uploads/2019/09/Paul-Hamlyn-Foundation-Safeguarding-Policy.pdf).

**Question: Do you have a safeguarding and digital safeguarding policy for children and vulnerable adults?**

Select 1 from the following:

* Yes
* No

If you have answered **Yes** to the above, please continue to enter the relevant information below:
(We recognise that some organisations may have their policies as separate documents, therefore please upload your versions on the most appropriate link below).

**Safeguarding policy - Children & Young people.**

If applicable - You are required to upload your documents.

**Safeguarding policy – Vulnerable Adults.**

If applicable - You are required to upload your documents.

**Digital safeguarding policy.**

If applicable - You are required to upload your documents.

**Question: When was the last time your safeguarding policy was formally reviewed?**

100-word limit.

**Question: When was your safeguarding policy last discussed at Board level?**

100-word limit.

**Question: Who is the designated safeguarding lead in your organisation?**

100-word limit.

**Question: What safeguarding training is undertaken by your employees and others working with your organisation (eg Board, volunteers)?**

100-word limit.

**Question: How do you ensure that any partners, contractors or freelance employees involved in your work with children or vulnerable adults have appropriate levels of safeguarding awareness/training?**

100-word limit.

# Diversity, equity, and inclusion data

Please note, that we have a range of questions around your organisation's Diversity, equity and inclusion information, which you can find on a separate sample form on [our website sample forms.](https://www.phf.org.uk/funding#heading-5949)