

How to apply for a Winston Churchill Travelling Fellowship



WINSTON
CHURCHILL
MEMORIAL
TRUST

This guide provides you with all the information you need to complete an application for a Winston Churchill Travelling Fellowship.

Application Guidelines

Please ensure you have read all the information related to the applications on our website. This document only refers to how to fill in the application form.

Applicants must demonstrate that their project will bring real benefit to others in their community, profession and in the UK as a whole.

**The deadline to apply is at 5pm on Tuesday 19th September 2017.
Any paper applications must be received by this date.**

We strongly recommend submitting well before the deadline so that we can assist you with any technical difficulties in time for you to be able to submit. We can make no exceptions for applications submitted after the deadline.

The Online Application Form

General considerations:

- We will only accept **one** application with **one** project per individual each year.
- Each answer is limited to a maximum number of characters (which includes spaces, punctuation and returns).
- A little red asterisk * indicates fields which require an answer. For example, "First Name" is required.
- Once you have completed your application, you will have the opportunity to review all the information before submitting. However, note that once you have submitted your application, you will not be able to make changes to it.

You will need to provide the following information:

PAGE 4. PERSONAL DETAILS

Please enter your details as requested. Please make sure you use your legal name on the application (as it appears on your passport).

Date of Birth: use the format *DD/MM/YYYY*. If you use the calendar, please click on the right day and month and then amend the year.

PAGE 5. EMPLOYMENT HISTORY

Please enter your job title, former occupations (max 1,020 characters) and give details of

your current employer if relevant. If you're applying in the Science or Medical categories please include your qualifications (max 200 characters).

PAGE 6. ADDITIONAL INFORMATION

You will be asked to enter your interests outside your normal work (max 1,020 characters) and, if you have been abroad apart from holidays, to give a brief outline for the reasons for your visit(s) (max 200 characters).

PAGE 7. PROJECT DETAILS

You will also be asked to explain your project in some detail. Please take time to consider your answer and take the opportunity to look at [reports](#) and [experiences](#) of Churchill Fellows on our website.

We may not be experts in your field so please write names in full first before using an acronym and explain terms that are unique to your field the first time you use them.

Project description: Please use **no more than 10 words** for your project title. These should describe your project as this will become the title of your Fellowship on our website and will be how people find your research.

Category: You will be required to choose **one** of the categories. Please see our [category pages](#) for further information. Please note that there is an Open category if your project does not fit one of the other categories. If your project would be better assessed in another category we may change it. If we do and you are short listed we will be in touch with you in November with the new interview dates.

Countries: include a maximum of two continents. A third continent will require significant justification. To select more than one Continent / Country, click on "Add another Continent / Country"

Weeks: between 4 and 8 weeks. Please don't include any text, just the number.

State the background to your proposed project (max 500 characters): Why do you want or need to do this? Explain the background and relevance of your proposed project, and why overseas travel will help address the problem/issues.

Describe the aim(s) of your project and what additional knowledge or understanding your Fellowship project will contribute to what is already happening in this field in the UK (max 1,020 characters): State the aim(s) of your project, e.g. what you hope to achieve as a result of your project. Also, you will need to state what additional knowledge or understanding your Fellowship will bring to your field and if similar research or projects have been done before or are currently happening, how you intend to build on this work.

Describe how you will carry out your project (max 1,020 characters): Describe in **outline** how you propose to achieve your aim(s). In particular we're keen to know why you think the countries you have chosen to visit will be able to offer ideas, solutions and best practice examples to help you achieve your aims.

Please tell us your thoughts and plans for sharing or implementing your findings. For example, would you be able to implement in your place of work, are there any conferences you would present at, or do you hope to launch a pilot? (max. 1,020 characters): The purpose of this question is for us to get an idea of what next steps could

look like, who you could be working with and how you see the Fellowship informing your future work.

Please describe the benefits, or impacts, of your project for others as well as yourself (max 1,020 characters): Remember that the main aim of a Fellowship is to bring back the experience of what you have done and learnt for the benefit of others in your profession or community **in the UK**. So describe here what you will do with the new knowledge/experience you will have gained, and how this will help you achieve your aim(s).

PAGE 8. MONITORING INFORMATION

Monitoring Information

The Winston Churchill Memorial Trust aims to reach out to a wide cross section of society, giving as many people as possible the chance to apply for a Churchill Travelling Fellowship. To ensure our application process is as open and fair as possible, we wish to monitor certain areas. The questions within this section will not be included as part of your application and will be used solely for the purpose of monitoring. You do not have to complete this section if you do not wish to and it will not count against your application if you choose not to.

Reviewing and submitting your application

You will be asked to confirm that you are not a robot, this is to ensure that all our applicants are genuine. Once you confirm, you will have the option to submit. Clicking on the submit button will take you a page summarising the application. Please review your responses and click confirm at the bottom of the page once you are ready to submit. Please note that you will not be able to make any changes to your application once you have submitted.

A confirmation email is sent when the application is submitted. If you have not received this email, it may mean that the application has not been submitted. Please do check your Junk email inbox. If you cannot see your confirmation there, please get in touch with the WCMT office at office@wcmt.org.uk or call 0207 799 1660.

What happens next?

We will acknowledge receipt of your application by email to the email address you provided on the application form. This email will confirm that your application has been submitted and will now enter the assessment process.

All applicants will be informed whether or not they have made the short list for interview by mid-November 2017. You can also keep an eye on our social media channels ([Twitter](#) and [Facebook](#)) for the latest updates.

Short listed applicants will be asked at this stage to provide additional information about their project, details of their itinerary and proposed travel plan including a budget, as well as two references.

Interviews will take place for short listed applicants in January and February 2018 in London. Please see the [Timetable page](#) on our website for the interview dates for each category.

Successful applicants from the interview process will be informed by WCMT if they have been awarded a Fellowship in February 2018.

Fellows can begin their travels after the 1st April 2018.

For further information please contact the Trust Office, either by email (office@wcmt.org.uk) or by phone (020 7799 1660). You can also follow us on [Twitter](#) and [Facebook](#).