



WINSTON CHURCHILL MEMORIAL TRUST

Fellows' Handbook 2019

**Travel to learn,
return to inspire**

“Every day you may make progress. Every step may be fruitful. Yet there will stretch out before you an ever-lengthening, ever-ascending, ever-improving path. You know you will never get to the end of the journey. But this, so far from discouraging, only adds to the joy and glory of the climb.”

— Sir Winston Churchill

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INTRODUCTION

Welcome to the WCMT Fellows' Handbook.

This is your guide to being a Churchill Fellow. In it you'll find all the information you need to ensure that your Fellowship is as successful and beneficial as possible – for yourself and your field. You will find further guidance in the Fellows' Resources area of our website (www.wcmt.org.uk), where we regularly add guides on specialist topics such as advocacy or report-writing.

Please do read this Handbook thoroughly before beginning to plan your travels. If you still have questions after reading the Handbook, please contact Sara Venerus (Fellowship Support Manager) on sara.venerus@wcmt.org.uk. She is your key contact before and during your travels.

After your travels, your key contact is Tristan Lawrence (Fellowship Development Manager) on tristan.lawrence@wcmt.org.uk, and he will advise on writing and disseminating your report. Other members of staff are listed at the back of the Handbook.

But first, a word about the Winston Churchill Memorial Trust, for whom you are now an ambassador. WCMT was set up in 1965 on the death of Sir Winston Churchill, as a living legacy to his leadership. Our aim is to empower individuals to learn from the world, for the benefit of the UK.

We do this by funding UK citizens from all parts of society to travel the world in search of innovative solutions for today's most pressing problems. On their return, we help them to share their global insights with their professions and communities and to make change happen at local or national level.

We award up to 150 of these Fellowships each year. Fellows come from all parts of UK society and are chosen regardless of age, background or qualifications. We have awarded over 5,600 Fellowships since 1965, creating a network of knowledge leaders in virtually every field throughout the UK.

A Fellowship is for life, and the impact you can make after your travels is crucial. For this reason we offer additional post-travel grants for putting your ideas into action. Many Fellows to join our themed Networks and regional Associations, take part in our events, and draw upon the support of other Fellows and WCMT for many years to come.

We look forward to helping you on the exciting journey ahead.

PS: We will not be publicly announcing your award of a Fellowship until 7 March 2019. We would be grateful if you could observe this embargo too (see page 6 for details).

ROLES AND RESPONSIBILITIES

Our role

The WCMT team is committed to supporting you throughout your Fellowship.

We will:

- Make sure your grant is paid before you travel.
- Arrange your travel insurance.
- Be on hand to provide support and advice before, during and after your travels.
- Stay in touch after your travels, to give guidance about sharing or implementing your findings and writing your report.

Your role

As a Churchill Fellow, you are an ambassador for WCMT, the Churchill name and the UK. You will need to:

- Conduct your Fellowship in line with the Terms and Conditions and the Code of Conduct (see Appendices).
- Aim to complete your travels within one year of being awarded a Fellowship.
- Plan well, keep up with the paperwork associated with your Fellowship and be well-prepared for your travels.
- Keep in close communication with the WCMT team during the planning and travel phases of your Fellowship.
- Document your Fellowship as you travel - this could be through photography, notes, a film, a blog or whatever means suit you best.
- Submit a report of your Fellowship findings to us within three months of your return, and then share your findings widely.
- Ensure that that your Fellowship is used to benefit others in the UK.
- Monitor and evaluate the progress you make in implementing and sharing your findings.
- Become a member of one of our regional Associations or topic-based networks.
- Encourage others to find out more about the Fellowships through social media and word of mouth.

THE GRANT

What your grant includes

Your grant covers the following:

- Economy return flights to and from the UK.
- Internal travel in your destination countries.
- Food and accommodation for the duration of your travels.

WCMT will pay for (in addition to your grant and on presentation of receipts):

- Visa fees.
- Vaccination costs.
- Conference fees. This is limited to one conference per Fellow and it is subject to approval.
- Translator and interpreter costs. Please get in touch before making final arrangements as the total amount funded is subject to approval.

We will also arrange your travel and medical insurance.

We will make the final grant payment three to four weeks before your departure, providing that your itinerary has been approved and your flights booked.

If you travel in two Phases, please note that the payment you will receive three to four weeks before your departure for Phase 1 will be proportionate to the length of your stay and to the cost of living for the country you visit in that Phase.

Managing the grant

When you are making your travel plans, please make sure your costs fit within your grant. While we want every Fellowship to be sufficiently funded, we are a charitable trust and operate within an annual budget. You may have to amend your plans to fit the grant allocated to you.

Any changes to your plans must be discussed in advance with the Fellowship Support Manager, Sara Venerus.

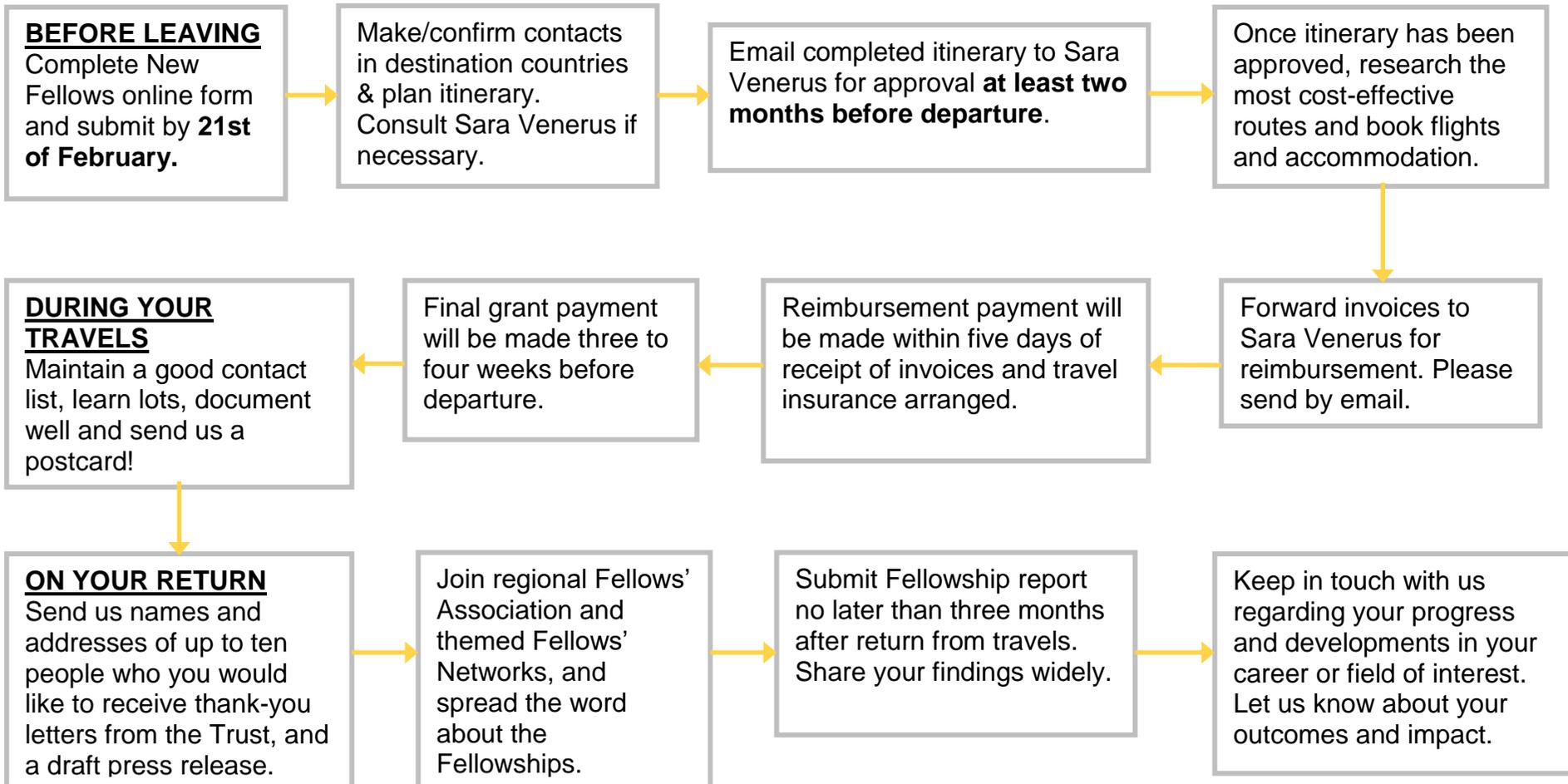
Your grant may be adjusted if your final itinerary is very different from the original plan you submitted and on which your grant is based, for example if the number of countries you plan to visit is reduced.

Once you have returned from your travels, you are not expected to present us with an account of how you have spent your grant, although we recommend keeping a track of your expenditure so you know whether your grant was sufficient.

You do not need to declare your grant in your income tax return as it is not considered taxable income.

MANAGING YOUR FELLOWSHIP: KEY STEPS

Here is a step-by-step guide to planning and carrying out your Fellowship. You'll find more details about each stage on the following pages.



BEFORE YOUR TRAVELS

Announcement date

7 March is the day on which your award will be publicly announced, on our website, social media and in any media coverage. Until then, we would be grateful if you could refrain from announcing your award publicly, on your social media or to journalists. This will help us to generate publicity for your project.

- You are, of course, free to tell family, friends and professional contacts, such as employers, at any time.
- From 21 February we will be talking to journalists about your award, and they may contact you (we will not give out your contact details, but they may find you). At that stage, please do speak with them, but preface any conversation or email with the phrase 'This story is under embargo until 0100 hrs on 7 March'.
- On 7 March, feel free to make as much noise as you can on social media to create a buzz around your Fellowship. Don't forget to use the hashtags #ChurchillFellow2019 and @wcmtuk
- If you anticipate a significant publicity opportunity before 7 March (such as a live event), please do contact Ben Anstis ben.anstis@wcmt.org.uk to discuss it.

For new Fellows

Please complete the New Fellows' online form, accessed via the link in Sara Venerus's email, and submit it before Thursday 21stFebruary.

You will be invited to attend the New Fellows' Seminar in London in March, at which you will be able to network with other Fellows in your field, both from this and previous years, as well as meeting the staff team.

You can also join various Fellows' networks, to share experiences and contacts:

- **The 2019 Fellows' online group.** This is run on Mobilize, an online platform that allows you to email all other 2019 Fellows and to message specific groups. Tristan Lawrence will invite you to join. (Whilst we recommend that you register on the platform, if you'd rather not, you'll still receive emails and will be able to reply to the sender.)
- **Themed Fellows' Networks** on particular topics. These Networks allow you to share information, events and news with other Fellows with similar interests. You'll be allocated to some of the networks in the first weeks after your Fellowship is awarded. Please get in touch with Tristan Lawrence, if you would like to join further networks. Some are administered through Mobilize and others through email. WCMT also has a budget for network meetings, where you can meet like-minded Fellows in person. A full list of the networks is available here: <https://www.wcmt.org.uk/fellows/fellows-networks>
- Our **Regional Associations.** These are well-established, regional networks, with 13 covering the whole of the UK. They help publicise the Fellowships in their regions, as well as organising meetings and social functions for local Fellows. You will be contacted by your local regional Association representative shortly following your Award.

Planning your travels

When to travel

- Your Fellowship travels should begin **after 1 April 2019**, and your Fellowship should be completed **within one year** of that date. If you need to leave earlier or delay your Fellowship for any reason, please contact Sara Venerus.
- Sara will also be able to help you with phasing your itinerary if you are unable to complete your Fellowship in one trip.

Making contacts

- We recommend that you begin contacting individuals and organisations you wish to visit as soon as possible, as it can take some time. We will provide you with an official letter of introduction explaining the reasons of your visit, which you may want to attach to your introductory emails.
- Fellows from previous years who have had similar projects to you or have travelled to the same country may be able to help with contacts and advice. All Fellows from 2005 onwards are listed on our website, and we can help you identify Fellows prior to this date and provide contact details. This may prove particularly helpful for countries where customs are different from the UK, or where contacts might not respond to an email out of the blue from someone they do not know. Knowing someone that can introduce you (or following-up your email with a telephone call) may help.
- When planning your appointments, please be careful not to make your schedule too tight. Leave time to take advantage of further opportunities and contacts that arise once you've started travelling.
- We also recommend that you build in a little time for rest, sightseeing, reflecting on your progress and writing up notes.
- Fellows travelling to Australia and New Zealand may wish to contact the Winston Churchill Memorial Trust offices in those countries and arrange to visit one of their regional offices. Full details are available on their websites: Australia www.churchilltrust.com.au, New Zealand www.dia.govt.nz (Please note these are separate organisations to the UK Trust.)

Finding out about your destination

- It is very important to find out as much as possible about the places you will be visiting. Investigate factors such as local laws and customs, climate, high and low seasons, distances and modes of transport – these will make a significant difference to your travel plans. The Foreign Office (FCO) travel advice pages for your destination (<https://www.gov.uk/foreign-travel-advice>) will provide very useful information and contact details, especially regarding personal safety.
- You can download the **RSA Travel Assistance** app which gives you access to videos offering general safety advice and comprehensive safety information specific to the country you will visit. You can find more details on page 13. It also offers security advice for female travellers.
- It is a good idea to research the emergency telephone numbers for each country you visit, in case you need to call the police or an ambulance. You should save these on your mobile phone.

- The FCO travel advice pages will advise you whether there are any security issues in the places you plan to visit. Please be aware that we cannot support travel to areas where the FCO advice is not to visit. We will need to discuss your itinerary with our insurer if the area you want to travel to an area where FCO advice is against all but essential travel. It's a good idea to subscribe to free email alerts so that you are aware of any updates – you can do this through the travel advice pages of the FCO website.
- Attitudes towards lesbian, gay, bisexual and transgender (LGBT) travellers around the world can be very different from those in the UK. However, you're unlikely to have any problems if you prepare well and research your destination before you go.
<https://www.gov.uk/guidance/lesbian-gay-bisexual-and-transgender-foreign-travel-advice>
<http://www.stonewall.org.uk/global-workplace-briefings>

Passport and Visas

- Please ensure that you have a valid passport. Most countries require a validity of at least six months from the time of entry.
- It is vital that you confirm the visa requirements for each country you intend to visit well in advance. Please note that all British citizens travelling to the USA and/or Canada have to apply for authorisation to enter the country. The application can only be made online. For more details see:
 - USA: <https://esta.cbp.dhs.gov/> Please note the ESTA should cost \$14: if you are on a site that is charging more, it is not the official site. A recent change in processing times has meant that ESTA applications will no longer be approved at the airport. Travellers must now apply for an ESTA no later than 72 hours before their flight departs, or they will most likely be unable to board the plane.
 - Canada: <http://www.cic.gc.ca/english/visit/eta-start.asp> Please note that eTA should cost \$7 CAD and can be obtained from their website.
- When arranging your visas, we would be grateful if you could arrange them online or in person when this is possible, rather than using an agent which is more expensive. We will only be able to reimburse you for the cost of the visa, and not the agency fees.
- We strongly recommend that you make copies of your passport, any visas obtained in advance and any other official documents, and carry them separately during your travels. This will make replacement much easier if any of them are stolen or lost.

Driving licence

- If you intend to drive yourself, please check in advance whether you need an international driving licence. However, bear in mind that car hire is expensive and the costs must fit within your grant. When booking, please check the insurance included, as you might need to make an additional payment to make it fully comprehensive.

Currency

- You are responsible for establishing the reliability and availability of ATMs in your destination countries, and changing currency in advance where possible, if preferred. We suggest you check with your credit card provider regarding any charges for use abroad, as this can vary.

Medical information

- Once you are clear which countries you are visiting and at what time of year, please find out which vaccinations and medical precautions you will need to take. Some vaccinations need to be given over a period of three months and you will need to start taking malaria tablets, if required, before departure, so please start researching this immediately.
- Reliable sources of healthcare advice are The Hospital for Tropical Diseases, your local GP's surgery or independent Travel Clinics. Please note however, that independent clinics are a much more expensive way of having your vaccinations, so please try to use your GP's surgery if possible.
- The Trust will pay for essential vaccinations over and above your grant amount. Please send receipts to Sara Venerus.

Insurance

- We will provide you with comprehensive medical and travel insurance. You can find more details on page 13.

Holiday

- If you wish to include a holiday period during your Fellowship travels, please note the dates on your itinerary. This will of course be at your own expense, but we can insure you for a maximum of two weeks of holiday, as long as the holiday is in the same country of your Fellowship. If you wish to have a holiday in a different country, please arrange your own travel insurance.

Sir Winston Churchill

- Finally, since you will be travelling as a Churchill Fellow, people in your host countries may ask you about Sir Winston. Please make sure you have done your research and can answer their questions. As a starting point, have a look at the 'Sir Winston Churchill's living legacy' page on our website. <https://www.wcmt.org.uk/who-we-are/sir-winston-churchills-living-legacy>

Planning your report

Your Fellowship report is a not so much a record of your travels as a key tool with which you can spread awareness and build consensus around the changes you want to see happen. Its key function is to explain the themes and findings of your research.

The report can be submitted in whichever format you deem most suitable for sharing your findings, including a written document, video, film, or website. It's worth checking out our website for the Communities of Practice Area and the Reports Library, to get an idea of a Fellowship Report looks like, and how yours might take shape.

For reports which are primarily text-based, we suggest a length of around 15,000 words or 30 pages. This will give you enough space to communicate the purpose and findings of your Fellowship as persuasively as possible, without losing the reader's attention. However, your report may be shorter than our suggested length, if you think it would be more appropriate for your target audience.

Before you go, here are some considerations for reports:

- Who is the target audience for my report? This will help direct the information you collect on your travels, but can always be altered.
- What format will my report be in? It's good to have thought about this beforehand so you can bring any additional equipment or resources, e.g. cameras, microphones, questionnaires.
- How will I record my findings whilst I'm travelling? Fellows have used dictaphones, blogs, vlogs and even the classic notepad. It's definitely worth thinking about what will work for you, there will be so much learning.
- Should I set up a blog? Getting a blog set up before you leave is a great way to drum up interest for your findings - as well as keep in touch with friends, family and colleagues. Blogs can be set up for free, and once set up, we can feature them on our website (just don't forget to let us know you've got one).

Upon returning, we expect you to submit the first draft of your Fellowship report within 3 months. You will be sent our 'Report Guidelines' 14 days after returning, and then a reminder 30 days before your deadline. We understand that the immediate period following your return can be one of the busiest, so if you do require more time, please do get in touch.

As author, you own the copyright in your report and can use it however you wish. It is yours. You are free to publish, extract, quote or distribute it as you like. We have a licence to publish it, as a condition of your Fellowship, and this allows us to publish it on our website and elsewhere. It is required that you include in the report our standard copyright and disclaimer text, which can be found in our separate document on how to write your report.

For a more detailed guide about the Fellowship report, you can check out the Report Guidelines in the Fellows' Resources section on our website. If you have any questions, or would like any advice at any point about your report, please feel free to email or call us: we're here to help.

Planning your return

Dissemination and impact

- Ask yourself what you would like to achieve on returning from your Fellowship and which audiences would be appropriate for your recommendations and findings. No matter the target audience of your recommendations (from practice-based learning to policy change), you may be surprised at just how many institutions, individuals, networks or organisations are interested in your Fellowship research. But each of these might need a different channel to reach them – such as live talks, articles or one-to-one meetings.
- Prior to travel, along with your Itinerary we ask you to submit a Dissemination Plan. This will help you identify the audiences for your report and how you'll communicate your findings to them. It will also crucially steer you towards the kind of material you need to gather in the field, in order to deliver your particular impact goals. A standard Plan is available at <https://www.wcmt.org.uk/fellows'-resources>
- Before you travel, contacting key agencies and individuals to let them know about your Fellowship helps build a relationship and an interest from the start, which can be leveraged later. Arranging to write articles, give presentations and run seminars also helps you to plan beyond the trip.

- We also recommend that you develop a Monitoring and Evaluation Plan, to assess the outcomes and impact of your implementation and dissemination. This Plan would identify the key things that can show whether your implementation has been a success, and the effect of it. For example, if your project is about a new teaching method, the outcome will be the number of children who benefitted from the new method and the impact will be what they achieved as a result. If you have any questions about how to look at your impact and outcomes, please contact our Evidence and Impact Officer Gabrielle Bailey gabrielle.bailey@wcmorg.uk. Remember, being able to demonstrate the outcomes and impact of your project will be crucial if you want to apply for funding to develop it further from other funding bodies.
- There is detailed advice on many aspects of dissemination in the [Fellows' Resources](#) section of our website, including how to approach MPs and the media, how to gather stories and how to take photos that capture and communicate your ideas.

Submitting your Itinerary

- **Please do not book flights until your itinerary has been approved.**
- Please send us your Itinerary form and Impact Plan **at least two months** before your planned departure date, or earlier if possible. Approval will be normally given within two days of receiving your completed Itinerary form.
- You can find the Itinerary and Impact Plan by logging into your account on our website.

Booking your flights and accommodation

Finding the best deals

- Once you have received approval for your itinerary, please book your flights as soon as you can to ensure the best price. We will only fund economy tickets, and cannot cover first or business class travel under any circumstances.
- We strongly recommend that you research all flight options, including charter flights, and find the most cost-effective routes. Please also make sure that whoever you book your flight through is a member of ABTA (the Association of British Travel Agents) or a body that offers similar protection.
- Try to be flexible on dates and flight timings, as this will often mean lower costs. The best prices can be found by avoiding peak holiday periods and travelling mid-week where possible.
- **Please do not book single flights** except in exceptional circumstances, as these are almost always more expensive: use the multi-city/multi-stop options on booking websites instead. For complicated trips, it's worth investigating returning to the UK between countries, as this can be cheaper.
- Please be aware that we will not increase your travel grant if your travel costs are higher as a result of late or inappropriate bookings, or if you change your bookings and incur costs.

- Helpful sites include www.opodo.co.uk and www.kayak.co.uk , which regularly offer cheaper options. Another site which gives very competitive fares is www.skyscanner.net. We refer to all these sites to establish whether your flight bookings offer best value for charitable money. Trailfinders will also be able to advise you on the best routes to take, especially if you have complicated plans.
- We recommend that you contact Diversity Travel's team on 020 3544 3545 or bay@diversitytravel.co.uk, telling them that you are a Churchill Fellow of 2019. They specialise in charity rates and can normally meet or better any prices you find yourself. Also, they can often hold flights or change them more easily than flights booked independently.

Paying for flights

- Fellows normally pay for their travel in advance and we reimburse the costs on receipt of booking confirmation.
- If you would prefer us to pay directly for your travel, please contact Diversity Travel (see above). They will be able to advise you on the best routes and then invoice us once you have confirmed your bookings. (It's worth doing your own research first though, before contacting them.)

Booking accommodation

- Word of mouth, the internet and travel agents are probably the best ways to book accommodation in advance. We suggest you consider all options, included AirBnB, HouseTrip and other short-term letting sites. If you have accessibility requirements you may want to have a look at <https://accomable.com/>
- We recommend that you make advance bookings at least for the first few nights of your trip and then either make bookings as you go, so that you can take advantage of local knowledge and contacts, or before you leave the UK. This will depend on your itinerary, the season in which you travel and the country.
- When booking in advance please ensure that the accommodation is in a safe area and conveniently located for your requirements. Please always check that properties have good reviews before booking - and be aware that there may be some additional charges, especially in countries such as USA.
- We are happy to reimburse advance bookings: please forward receipts to Sara Venerus.

Submitting invoices for reimbursement

When you have booked and paid for your flights, ferry, rail or bus travel, car hire or accommodation, please forward your invoices to Sara Venerus, with full travel details.

We cannot release your grant money until we have received your flight receipts, so please forward them as soon as you've booked. We will insure you as soon as we receive the receipts, which also means you are covered for cancellation or curtailment.

We make all payments online and aim to send out reimbursement within five days of receiving the receipts, although we normally manage to do so sooner.

Travel insurance

Once we have received your flight details and receipts, we will arrange reliable and comprehensive travel insurance for the whole of your Fellowship travels, including up to two weeks of holiday, through RSA. Please take time to read the policy documents so that you know what is covered. If you would like to read the documents before then, please email Sara Venerus.

Some points to remember:

- The insurance will only cover you if you are fit to fly. If you are concerned about your physical or mental health, please seek medical advice.
- The cost of your insurance does not come out of your grant.
- The insurance will only cover you from the moment you depart on your Fellowship travels to the moment you are back in the UK.
- Make sure you have the insurance certificate in your possession before you depart. If you have not received it three weeks before your departure, contact Sara Venerus.
- The standard insurance policy covers personal effects and baggage. Valuables such as cameras, laptop computers will be covered with an excess of £500 only.
- In case you lose your Passport, be aware that the insurance will only cover you if you report the loss to the consular representative within 24 hours.
- The insurance policy will cover you in the case of Identity Theft.
- Please note that motor vehicle insurance is not included in the standard policy.
- If you consider that you need a variation to the standard package, you should discuss directly with your household insurers (This will be paid at your expense).
- Please note that our policy is only for Fellows. Family and friends who may be travelling with you will need their own policy, arranged separately.

If you have any queries regarding the RSA insurance please contact Sara Venerus.

Claims should be pursued directly with RSA on 01403 232285, quoting Master Policy PA 10068296. Claims must be submitted within 90 days from the event to which they relate.

It might be helpful to have easy access to our assistance providers while you are travelling. You can download the **RSA Travel Assistance** APP which can be used on all smartphones. All you need to access the APP is your policy number. Once you have entered the details you will no longer require an internet connection to use the APP.

RSA insurance offers an **Essential Information Storage** service, which allows you to securely store important text-based information from documents such as passports, driving licence, travel and debit / credit card details and retrieve these details from a secure website in the event of the loss of these documents whilst travelling. To subscribe to this service please go to www.myessentialinfo.com and have your policy number handy.

DURING YOUR TRAVELS

Recording your experiences

While you are travelling it is very important to make detailed notes and contact lists as you meet new people. These will be the heart of your research. Once you return to the UK it will be difficult to remember accurately everything you have seen and learnt, especially quotes and statistics.

Everyone will have their preferred method of recording information. It might be notes on paper, typed text on a laptop, interviews recorded on your smartphone, photos or film clips... Whatever it is, plan how to keep your notes very safe from loss or damage, including everyday risks like rainwater.

If using technology, ensure you have the right chargers and adaptors, and recharge daily (eg overnight). If using photos or film, try to download them to a laptop each night (or at least have a number of memory cards so used ones can be kept safely at base). Always have a back-up plan for note-taking, if only a pen and paper, in case all these batteries fail.

If you have already thought about how you will be disseminating and communicating your findings, you may have a clear idea of the kind of material you want to record. For example, if you anticipate creating a blog from your trip, you will want a lot of photos in landscape format and perhaps some filmed interviews. Or if you will be writing a policy-heavy report, you may want more statistics and impact data. So think ahead about your Dissemination Plan, and make sure you gather the material that will deliver it.

Case studies and human stories

- This kind of material can only be gathered while you're in the field, so it is worth thinking in advance about what you want. Stories of individuals ('beneficiaries') affected by the projects you are visiting can be powerful in demonstrating their impact, and are much loved by journalists and non-specialists. Likewise, mini-profiles of successful initiatives can be useful to illustrate more abstract reporting. Both these types of material will be invaluable for making presentations to live audiences.
- Typically, you need to gather concrete details about the situation before and after an intervention by the project you're studying. Stats for before and after, clear statements of the problem and solution, trends in impact – these all build a picture. For human stories, you'll probably want quotes and life-stories from people involved (those implementing as well as those benefiting), and definitely some photos of them in context (in the place, doing the activity). What did it all mean for those involved? How do they feel about that? Again, ensure that you have consent to use photos and quotes before including them in your report.
- One of the main human stories involved in your trip will inevitably be your own. All audiences will be interested to learn what led you to the Fellowship, what you learned, what you'll do next. In this context, it will be invaluable to generate some photos of yourself on the trip, doing the research: this might be meeting people (beneficiaries and implementers), watching activities, doing activities... Ideally have someone else shoot it, with yourself relatively large, face showing, and a background that suggests the location. Ensure the photos are 5-10 MB in size, and framed in both portrait and landscape format. In today's media world, photos like this can make the difference between getting coverage or not.
- If researching or using a case study, you should gain consent from the individuals involved and try to understand any privacy concerns they might have. This is an ethical

requirement, and in practical terms will avoid them withdrawing their consent to use their material at some later stage. You may also wish to take their contact details to share your report with them upon completion.

- Guidelines on story-gathering can be found on our website in the Fellows' Resources area. Our Communications team will be happy to help you with advice on this.

Posting live from the field

You may want to create interest in your research by posting updates live from your journey. This is a dramatic way to grab people's attention and build a following for your topic. These could be as simple as regular tweets (perhaps on a dedicated twitter feed), or as complex as setting up a dedicated blog for your project and kicking it off with posts from your journey. Easy blog platforms are WordPress, Blogger and Tumblr. Or you could approach your local or specialist media and offer to write them a feature article from the road. All of these will build contacts for when you're back and starting to disseminate. Live posting will also help to encourage others to apply for a Fellowship.

You may want to record how many 'hits' your posting receives. It is advisable to measure this 24 hours after the time of posting, for each piece of content you share. This can give you a clear idea of how interest in your project is growing and can be a useful tool for evaluating your impact. You can typically find this under the 'Analytics' section of your chosen platform. For support on this, you can contact our Communications team.

We are always delighted to consider short posts from Fellows, especially from the road. We look for a first-person article of 300-500 words, which explains what you're researching, what you've found, and why it is important. Typically, you can end with what you'll do next or on your return, or how the journey has affected your views/career/life. Please contact Ben Anstis about sending us a blog post (ben.anstis@wcmt.org.uk). We're also happy to publish links to your own blogsite, if it's about your Fellowship topic - just email Ben.

Staying in touch

We always like to hear from Fellows who are on their travels. Where time allows, emails or postcards are much appreciated.

Staying safe

Please do take care on your travels and do not put yourself at risk. Your money and personal property must be protected at all times and not left in hotel rooms or in cars.

Check the FCO website regularly for any change in travel advice for the countries in which you are travelling, or subscribe to their email alerts (see p.7).

In an emergency while abroad, or if you need to see a doctor, please contact RSA travel insurance and they will be able to help you (tel +44 (0) 20 8763 3155, email rsa@healix.com). Make sure you have their details and the policy number before you travel.

While abroad it is likely you will spend much more time than usual on your own, in a different environment. Though this is exciting, it could also be challenging at times. Please do not underestimate the effect this may have on yourself, and make sure you have a support system in place, such as family and friends with whom you can talk and relate.

You may have to discuss distressing topics as part of your Fellowship project. Before you leave, please make sure you have a robust support system.

If anything happens to you, or there is something we can do from here to help you, please do get in touch with Sara Venerus or email us at office@wcmt.org.uk.

Safeguarding

While travelling, if you have a safeguarding concern, you should ensure you are aware of local laws and regulations before taking action, and seek advice from the local FCO representative (such as the British Consul). Please, see Terms and Conditions for further information on Safeguarding.

AFTER YOUR TRAVELS

When you return home from your Fellowship travels you will be sent a letter from Julia Weston, the Chief Executive, welcoming you back to the UK. It will also remind you about the following:

Thank-you letters

If there is anyone who you would like particularly to thank for their support during your Fellowship, please let us know their name, title and address and we will send them a short, formal letter of thanks from our Chief Executive Julia Weston on behalf of the Trustees. We can send these to a maximum of ten people or organisations.

Publicity

- **Press releases:** press coverage is a good way to begin sharing your findings more widely, and to promote the Fellowships to other applicants. Articles in your professional sector press can make a difference to the promotion of your research. On your return, you will receive an email from Ben Anstis with guidance on how to draft a press release. Then we'd like you to send us a short news release of around 300-400 words, and a photo of yourself on the trip, which we will circulate to relevant media. The sooner you can send us the press release, the more likely the media will cover it.
- **Photos and film:** we are always looking for photographs and video clips from Fellowships to put on our website and share on our Instagram page (@wcm tuk). Please forward relevant ones to Ben Anstis (ben.anstis@wcm t.org.uk).
- **Social media:** we recommend that Fellows use social media to publicise their Fellowships and to engage in conversations related to the topic they researched. We are always very keen to help you promote your Fellowship findings and any activities and events related to your Fellowship, and will be happy to share your content through our social media channels. We are very active on Twitter (@wcm tuk), so please tag us in tweets related to your Fellowship so that we can retweet you. You can also find us on Facebook (@wcm tuk), LinkedIn, YouTube (wcm tuk) and Instagram (@wcm tuk). You may find it useful to sign up to a social media manager such as Hootsuite, which can schedule and disseminate your content to multiple social media platforms at once and is free for single users.
- **Journalists:** Guidelines on approaching the media can be found on our website in the Fellows' Resources area. Our Communications team, Jonathan Lorie (Communications Manager) and Ben Anstis (Communications Manager), will be happy to help you with advice on the media.
- **Branding:** as a Fellow, you are allowed to use our logo on your report and other material relating to your Fellowship, such as slideshows. Our preferred phrases are 'Churchill Fellow' (not Winston Churchill Fellow) and 'Churchill Fellowship' (not Travelling Fellowship): these are always spelled with an upper-case F. Please use our name either in full ('Winston Churchill Memorial Trust') or in abbreviation ('WCMT').

Writing your Fellow's Report

A key component of your project is the Report you will write on your return and send to us within three months. See page 9.

Fellows' groups

- **Themed Networks** and **Regional Associations** can be a valuable means to share your findings and network with other fellows in your field. See page 6.

A Fellowship is for life

Your trip abroad is only the start of your Fellowship. After that will come another exciting journey – of promoting your ideas and making change happen, whether locally, nationally, professionally or personally.

We would like to keep in touch with you all the way and offer our assistance wherever relevant. We often ask Fellows to speak at our events or advise on our future awards, and we promote them to relevant audiences in the field, in the media or among policy-makers.

We hope you will keep in touch with us too, letting us know of your progress and updating us with any changes to your professional or contact details.

Very often the full benefits of a Fellowship may not be felt fully until sometime after the travel period. Whatever progress you make in your chosen field is of great interest to the Trustees, Council Members and staff and we always appreciate updates either by email, letter or in person at our offices.

Life benefits of being a Fellow:

- Life membership of the network of Churchill Fellows.
- Updates and annual newsletters from WCMT.
- Free entry into the Cabinet War Rooms and Churchill Museum in London. You will receive a WCMT membership card on submission of your report.
- Membership of the Royal Society of Arts without the need for a referee or administration fee.

What you can give back

Please encourage others to apply for a Fellowship. Our ability to find and award future Fellows depends on getting the word out. A personal recommendation from a Fellow is often the reason people pursue the opportunity themselves. So talk about us, tweet us, tell colleagues, alert friends.

POST-TRAVEL FUNDING

We are keen to support Fellows in sharing and implementing their findings in the UK. Once you have submitted your report, and it has been approved and published on the WCMT website, you will be eligible to apply for a grant of up to £500 to test, implement and/or disseminate the findings and recommendations from your Fellowship.

Types of projects we have previously funded:

- Running a pilot programme.
- Presenting at a conference.
- Setting up a professional network.
- Travel to meet with potential partners.
- Hosting an event.

You have 12 months to apply from the date your report is uploaded and a further 12 months to carry out the project once you have been awarded. You will receive the full guidelines and a link to apply as once your report has been approved.

THE AWARD CEREMONY

The Award Ceremony is our biennial gathering of recent Fellows and represents the completion of their travels and Report. Each Fellow is presented with a medallion designed by Professor Brian Clarke, glass artist and Churchill Fellow of 1974.

As a Fellow of 2019, you will be invited to the Ceremony in 2020. To be eligible to attend, your Fellowship Report must have been submitted and approved.

During the Ceremony we will announce the winners of the following honorary awards:

- **The Pol Roger award** goes to a Fellow in each year who not only produces an outstanding Fellowship, but who has also harnessed the most effective publicity for their Fellowship and for WCMT. The winner will be presented with a magnum of Pol Roger Champagne, Sir Winston's favourite fizz.
- **The Mike Jones adventure award** goes to a Fellow who has distinguished him or herself in the field of adventure for canoeing and whitewater safety. Mike Jones was a 1972 Churchill Fellow who died in 1978 on the Braldu River in Pakistan while trying to save a companion, for which he was awarded the Queen's Gallantry Medal. After his death, his parents set up a memorial fund in his name, which was transferred to WCMT. The Fellows receiving this award will be presented with a copy of Mike Jones' book, *Canoeing Down the Everest*.
- **The Viscount D'Lisle award** goes to a Fellow who has shown real determination to succeed for the direct benefit of others. Viscount D'Lisle VC KG PC was a soldier, businessman, MP, UK minister, and Governor General of Australia. He is one of only two people to hold the highest awards for Gallantry and Chivalry. He was the first Chairman of our Trust from 1965 to 1989. The winner will be presented with a copy of Sir Winston Churchill's memoir, *My Early Life*.
- **Mary Soames Award for history.** The award is an acknowledgement of achievement in history, created to mark the ninetieth birthday of Lady Soames, Winston Churchill's youngest daughter and our past Chair of Trustees. The Fellow receiving the Lady Soames award will be presented with a copy of her book, *A Daughter's Tale*.

STAFF CONTACTS

Your main point of contact before and during your travels is Sara Venerus, and after your travels it is Tristan Lawrence. Other members of the team are also available to help, as described below.

Our office is open 9.30am - 5pm, Monday to Thursday, 9.30am - 4pm Friday. As a charity, we prefer to use email to keep costs low: email addresses are listed below. However, please feel free to write or telephone if it is easier for you: our office phone number is 020 799 1660.

In emergencies out of hours, you can email us on emergency@wcmt.org.uk

Chief Executive's office

Julia Weston – Chief Executive

- Contactable via Regency Rae.
- You will probably have met Julia at your interview. She is kept up-to-date with the progress of all Fellowships.

Regency Rae - Executive Assistant

- regency.rae@wcmt.org.uk

Fellowship team

Sara Canullo – Fellowship Director

- sara.canullo@wcmt.org.uk
- Sara oversees the Fellowship programme and will approve any major changes to your plans and finalise the grants prior to travel. She can help you with any Fellowship queries if Sara Venerus or Tristan are unavailable.

Sara Venerus – Fellowship Support Manager (Monday to Thursday)

- sara.venerus@wcmt.org.uk
- Sara is your main point of contact until your travels have finished. In her absence, Tristan Lawrence can help you.

Tristan Lawrence - Fellowship Development Manager

- tristan.lawrence@wcmt.org.uk
- Tristan is your main point of contact once your travels have finished, especially with writing your report. He will be in touch after your return, with a reminder that your report is due the following month.

Kati-Maria Ikola - Data Manager

- kati-maria.ikola@wcmt.org.uk
- Kati-Maria manages our database, IT, and website and is happy to offer assistance where needed.

Communications team

Jonathan Lorie – Communications Director

- jonathan.lorie@wcmf.org.uk
- Jonathan is responsible for the promotion of the Fellowships and helps Fellows post-travel with dissemination, influencing, events and media.

Ben Anstis – Communications Officer

- ben.anstis@wcmf.org.uk
- Ben is the day to day contact for assistance in promoting your Fellowship through press coverage, social media and our website.

Gabrielle Bailey – Evidence and Impact Officer

- gabrielle.bailey@wcmf.org.uk
- Gabrielle offers help to Fellows who want support with monitoring and evaluation. She is also here to answer any research-focussed questions you might have.

Finance and admin team

Channing Rider - Finance Director

- channing.rider@wcmf.org.uk

Bryan Hamilton - Finance Officer

- bryan.hamilton@wcmf.org.uk

Nikesh Patel– Administrator

- nikesh.patel@wcmf.org.uk
- Nikesh provides administrative support across our office. He will deal with any expenses you have outside of your Fellowship and will often be the first point of contact when getting in touch with the office.