Guidance for Application Questions

1) Contact Information

a. The Applicant
   i. In this section, we ask for the personal information of the person making the application.
   ii. Please make sure your contact details are spelt correctly as this is how we will get in touch with you regarding our decision.
   iii. If you have a myERS account, please enter your registration number. If you do not have one, it **will not** affect your eligibility to apply.

b. The Organisation
   i. In this section, we require information about the organisation you are applying on behalf of.
   ii. If you are applying as a group of healthcare professionals or an individual, please give details of the organisation or institute you are affiliated with.

2) Organisation Information

a. What is your organisation's mission statement? (max. 50 words)
   i. Provide your organisations mission statement.
   ii. If you are an individual or group, please explain what your personal/collective motivations are.

b. How many individuals does your organisation normally support each year?
   i. Include how many people your organisation supports on average each year (do not forget social media and website traffic).
   ii. If you are an individual or group, please estimate how many individuals you feel you would engage if you were successful.

c. How many members of FTE staff does the organisation employ?
   i. Please state the Full Time Equivalent members of staff the organisation employs, even if they are not part of this project.
   ii. Individuals and groups should state the number of people in the collaboration who **will** be paid as part of the project.

d. How many volunteers does the organisation have?
   i. Please state the number of volunteers the organisation has, even if they are not part of this project.
   ii. Individuals and groups should state the number of people in the collaboration who **will not** be paid as part of the project.

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e. What experience do you/the organisation have that is relevant to this application?
   i. Please give any experience, with evidence, to show what experience any persons involved in the project has that will help with the success of your proposed project.
   ii. If you are an organisation, please provide information on any infrastructure you have that will help support the project.

f. Give one example of an event or educational based project you/the organisation has carried out (max. 250 words).
   i. Please give details of what the activity was, who it involved, how successful it was and any learnings you gained from it.

3) Project Information

a. What type of project will you carry out?
   i. We anticipate virtual projects will take place during the COVID-19 pandemic but, face-to-face projects are permitted if you can provide evidence your local/government guidance allows this.
   ii. If you select face-to-face during COVID-19 pandemic we will contact you for supporting evidence if your application is shortlisted.
   iii. You can apply for up to €1,000.

b. Which country(s) will the project take place in?
   i. Please provide details of the city/region/country (location) your project will take place.
   ii. If it is a virtual project, please explain where you expect most of the beneficiaries to be located.
   iii. Please provide as many locations as you feel relevant.

c. Which Awareness Day will the project be linked to?
   i. We encourage your project to be designed and delivered with a focus around one of the following awareness days or a day of significance for your organisation:

World TB Day – 24 March 2021

World Fitness Day – 6 April 2021

World Health Day – 7 April 2021

World Day for Safety and Health at Work – 28 April 2021

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World Asthma Day – 5 May 2021

World No Tobacco Day – 31 May 2021

World Lung Cancer Day – 1 August 2021

World Air Quality Day – 7 September 2021

World Lung Day – 25 September 2021

World Environmental Health Day – 26 September 2021

World Pneumonia Day – 12 November 2021

World COPD Day – 21 November 2021

d. What date(s) will the project take place?
    i. Give any dates the project activities will take place on/between.

e. Provide an explanation of the project activities and how you expect to deliver them. (max. 500 words)
    i. Include details of the activities will take place, how you will deliver them and how you will raise awareness of them.

f. Please provide a project timeline
    i. This should include details of your preparations, delivery and evaluation.
    ii. Please submit a PDF version with clearly defined dates of when each activity will take please.

g. Who will the project target?
    i. Please identify your project's audience.
    ii. You can select as many as you see relevant for the project.

h. How many people do you expect the project to benefit directly?
    i. This should be the number of people your project will engage in
    ii. We will want to see evidence of figures in the final report.
    iii. This could include, people taking/downloading information, people in attendance of an activity, social media/website engagement.

i. Which one (or more) of the Health Lungs for Life topics does the project cover?
    i. You must link your project to one or more of the Health Lungs for Life topics:
        - Air Pollution

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- Smoking Cessation
- Physical Activity
- Vaccination

j. Please explain why your project is needed, what impact it will have on your audience and how it meets the topic area covered. (max. 500 words)
   i. Demonstrate your knowledge/evidence as to why your audience needs the project you propose.
   ii. Demonstrate the impact you expect the project to have on your audience. You may wish to include how you will measure the impact.
   iii. What impact will the project have and/or how will it help reach the objectives of the Healthy Lungs for Life topic area(s).

4) Financial Information

a. How much will your whole project cost?
   i. If HLfL is only a part of your project, please inform us how much the whole project costs.

b. Please provide details of any other funders you have received funding from or have requested funding from, that will help to fund your project.
   i. This should be any funders who you have been successful in obtaining funding from, that will provide a grant towards part of the project your HLfL grant will support.
   ii. This should also include any funders you are currently waiting funding decisions from.
   iii. This does not need to include any you have been unsuccessful with.
   iv. You should include the name of the funder and the amount applied for.

c. What is the total financial request?
   i. This should be the total sum you are requesting from HLfL, in EUR.
   ii. You will be paid in your own currency. The amount you receive in your currency will be dependent on the exchange rate on the day of funds being transferred.

d. Please provide a breakdown of where you intend to spend the grant.
   i. Please download a copy of the budget template using this link and submit it as an attachment.
   ii. Please provide as much detail to the need of each cost as possible.

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iii. Please note that we encourage volunteer activity. We can offer support to cover nominal payments or incentives for event staff/volunteers, but this does not cover salary costs.

e. Do you need the funding before you can carry out these activities?
   i. We want to know if your activities will be able to take place if successful funding was granted.
   ii. This **will not** affect the evaluation of your project.
   iii. Please note the process to provide you with the grant can take up to 2 weeks. If you are successful, we will provide you with information on how you can claim your grant.

5) Supporting Information

a. How did you hear about the HLfL grants?
   i. Please explain how you found out about applying for the Health Lungs for Life grants.

b. Please provide a bank statement for your organisation, dated within the last three months.
   i. This information will only be used to verify the organisation's bank account. If you are an individual or group, please use the bank account you wish the funds to be credited to.

c. Please provide a communications plan for your projects and a short rationale behind your communication methods.
   i. Include any promotion, live event updates or post-project press releases.
   ii. Include all methods of communications but do not worry if you do not have access to certain methods.
   iii. Include details of how you will communicate the link between your project and the relevant awareness day.
   iv. Give a brief reason for the methods of communication you plan to use.

d. Please make sure you have read our Healthy Lungs for Life Grants Terms & Conditions.
   i. By ticking this box, you are agreeing to these Terms & Conditions.
   ii. By doing so, you agree that you understand your grant may be withdrawn or requested back should they not be followed.