# Catalyst Awards: Seed Practice Application Form (Oct 2020)

1. **Confirm your Fellowship number and email address**

To apply, you’ll need your Fellowship number and the email address we currently hold for you so that we can link your Catalyst application to your account.

Confirm both of these under the ‘My Account’ section of [MyRSA](https://www.thersa.org/my-rsa/). You can also call us on +44 (0)20 7451 6895 or email [catalyst@rsa.org.uk](mailto:catalyst@rsa.org.uk).

1. **Review our Catalyst Criteria and FAQs**

The brief for the current round and information about the timeline will be found on the [Catalyst Criteria](https://www.thersa.org/fellowship/catalyst-awards/criteria) page. Additional information about who we can fund, acceptable budget costs, and other tips can be found on the [FAQs](https://www.thersa.org/fellowship/catalyst-awards/faqs) page.

1. **Use this practice form to draft your application**

The practice Seed and Scaling forms for your round will be available to download on the [Catalyst Award webpage](https://www.thersa.org/fellowship/catalyst-awards). *We cannot recommend strongly enough that you draft your application using these forms!*

We are working hard to improve the Catalyst portal experience, but we regret that currently there are some unintuitive aspects that can result in losing your input data (see point 6). Using the practice form ensures you have a copy of your application safe. This practice form is laid out in the same format as you will find on the application portal.

1. **Register to the Catalyst application portal**

Go to the [Catalyst application portal](https://thersaportal.force.com/fellows) which appears on the [main Catalyst webpage](https://www.thersa.org/fellowship/catalyst-awards) when rounds are open. If you have recently submitted a Catalyst grant application, you can log in using your details. If this is the first time you are submitting a Catalyst application, choose the “Sign Up” option and create new credentials so that you can access the application portal.

1. **Start a new Catalyst application and copy in your answers from the practice form**

Click ‘start a new Catalyst application’ for your desired application type: £2K Seed or £10K Scaling. Copy your answers from the practice form into the application fields.

Please note that some fields have a clearly marked character limit, including spaces in the count. If your responses go over the character limit, the page will reload with a red error message under the relevant fields prompting you to reduce your input.

1. **IMPORTANT: You *must* click the ‘Pause’ button every time you wish to exit your application, or all your application and all input data will be lost. This is true even if you re-open an application that you previously paused/saved.**

We know. This is an unfortunate feature of the portal that is a priority to fix in future rounds. It is for this reason we strongly urge you to draft your application using this practice form and only use the portal when you are ready to submit. Clicking the ‘Pause’ button will save and close your application.

To re-open your application, return to the portal at <https://thersaportal.force.com/fellows>. Find your application by clicking on ‘Seed’ or ‘Scaling’. Scroll to the bottom of the page to find your paused application and click on it to resume.

We recommend entering your project title when prompted to enter a description to remind you why you paused, especially if you have multiple applications.

**PAGE 1**

Catalyst – Seed Application Form

**Step 1 of 4 – About You and Your Organisation**

**Your Details**

First Name:

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Last Name:

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\* Fellowship Number:

*Your Fellowship number is shown in the '****My Account'****section of MyRSA on our website:* [*www.thersa.org/my-rsa*](http://www.thersa.org/my-rsa)*. It is also included on correspondence from the RSA. Alternatively, you can call us on +44 (0)20 7451 6895 or email* [*catalyst@rsa.org.uk*](mailto:catalyst@rsa.org.uk)*.*

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\* Email: (This should be the same email address as the RSA currently holds for you.)

*The email address you have on record is shown in the '****My Account'****section of* [*MyRSA*](https://www.thersa.org/my-rsa/) *on our website. Alternatively, you can call us on +44 (0)20 7451 6895 or email* [*catalyst@rsa.org.uk*](mailto:catalyst@rsa.org.uk)*.*

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Phone:

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\* **Are you delivering the project as an individual or as an organisation?**

Please note we are unable to offer Scaling Grants to individuals. Please read ‘What types of organisation can the RSA support through grant funding?’ on our FAQ page: [www.thersa.org/fellowship/catalyst-awards/faqs](http://www.thersa.org/fellowship/catalyst-awards/faqs)

* Delivered as individual
* Registered charity
* Community Interest Company
* An alternative governance structure

\* If not delivering as an individual, briefly outline the governance structure of the organisation behind your project. If you are a registered body, please include the charity (or company) number. (500 character limit, including spaces)

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**PAGE 2**

Catalyst – Seed Application Form

**Step 2 of 4 – About Your Project**

\* Project Name (max 150 char)

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\* What societal need does your project address? (max 800 char)

*For example, outline your audience, the area of society you are looking to engage, the evidence your work is needed, etc.*

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\* What is your project seeking to trial or test with the help of a Seed Award? (max 400 char)

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\* Please tell us about the experiences, foundational activities or research which led to this project idea. (max 800 char)

*For Seed Awards, we are interested in hearing about how you came up with the approach for your project. Why do you believe it is appropriate for tackling the societal need you seek to address?*

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\* Outline the specific activities your project will carry out. (max 400 char)

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\* When will these activities take place? What is your intended timeline? (max 800 char)

*Your activities should be planned to take place after award decisions are made, about 3 months from the application closing date. Our website sets out the relevant dates for your round:* [*https://www.thersa.org/fellowship/catalyst-awards*](https://www.thersa.org/fellowship/catalyst-awards)

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\* What is the projected end date of your project?

*Seed Awards should generally be spent within 12 months from the award date.*

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\* Assuming you get promising results from testing your idea, what is your plan to ensure your project continues beyond this grant? For example, how will it grow or be replicated in future? (max 400 char)

*We are interested in knowing how you see your project becoming financially sustainable, as well as how you see your project continuing and developing after its initial stages.*

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\* How will you define success and measure the impact of your project? What are your plans for evaluation? (max 800 char)

*Seed Awards should have plans in place to evaluate your project and actively collect evidence of proof of concept. Budget can be used towards covering project monitoring and evaluation costs.*

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\* What differentiates your project and/or you from others working in this area? (max 800 char)

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\* Why are you applying to the RSA Catalyst Awards for this specific project? (max 800 char)

*For example, this could include reference to our people (Fellows and staff), networks, social media and communication platforms, our research and more. If your project is aligned with RSA Impact Programmes or projects, please let us know here.*

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**PAGE 3**

Catalyst – Seed Application Form

**Step 3 of 4 – Support and Funding**

\* Who is already directly involved with your project? (max 800 char)

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\* Do you have any additional relevant relationships or partnerships important to your project? (max 800 char)

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\* Briefly outline how you intend to spend the grant in a bullet point list. (max 1000 char)

*Please provide a clearly apportioned and fully justified budget breakdown. Budget can be used towards covering project monitoring and evaluation costs. See our Catalyst FAQs webpage for further guidance* [*https://www.thersa.org/fellowship/catalyst-awards/faqs*](https://www.thersa.org/fellowship/catalyst-awards/faqs)

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\* What funding do you already have for your project, if any? (max 1000 char)

*Please let us know of any additional funding that you have secured, including if you are self-funded or funding your project in another way. This could include funding for another ongoing aspect of your project.*

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**PAGE 4**

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**Step 4 of 4 – Submit Application**

The data you submit will be stored by the RSA. For information about how the RSA handles your data please read our privacy policy at: <https://www.thersa.org/privacy-policy>. Please check the box to confirm you have read the privacy policy and you wish to proceed with your application.

* I accept

**How did you hear about the Catalyst Awards?**

* Fellowship Newsletter
* Word of mouth (from a Fellow)
* Word of mouth (from RSA staff)
* RSA website
* RSA event
* RSA podcast
* RSA Blog
* Twitter
* LinkedIn
* Wazoku
* Other

**Clicking ‘Next’ will submit your application.**

Please check to ensure your information is correct. You will not be able to make edits to your application after submitting.