



TEMPLETON WORLD

CHARITY FOUNDATION

PROOF OF CONCEPT or TRANSITION TO SCALE PROPOSALS GUIDANCE FOR APPLICANTS

GLOBAL INNOVATIONS FOR CHARACTER DEVELOPMENT

INTRODUCTION

- The application may be read by (i) expert reviewers, (ii) TWCF staff, and (iii) Trustees of TWCF.
- Many of the requirements are similar to those for other international funding agencies; some are specific to the Templeton World Charity Foundation and are required by our governing documents.
- Character limits stated on the form include spaces. Many of the best proposals achieve clarity and conciseness within considerably less than the character limit.
- All fields need to be filled out unless indicated otherwise.

BASIC INFORMATION

- Project Title: should be clear, concise, and easily understood by an educated, non-specialist.
- Project Director: provide the name of the Project Director, who has overall intellectual leadership, makes executive decisions for the project as a whole, and is ultimately responsible for the grant.
- Legal Organization: Provide the full name of the host organization
- Organization Country: The legal (host) organization must be registered in a country listed in the Global Innovations for Character Development RFP (Appendix A)
- Project Start Date and End Date: Please indicate the anticipated start and end dates for your project in dd/mm/yyyy. Proof of concept applications should not exceed **24 months** in duration. Transition to scale applications should not exceed **36 months**.

- **Project Aims:** Please indicate which of the following two categories the project falls into:
 1. Intervention Development and Evaluation: For projects aiming to develop and test a novel intervention to promote character strengths
 2. Tool Development or Adaptation: For projects which aim to create a new tool/scale to measure character strengths, or to adapt and validate an existing tool in a new context
- **Project Type:** Please indicate which of the following two categories the project falls into:
 3. Proof of Concept: For projects of up to \$234,000 USD
 4. Transition to Scale: For projects of up to \$1 million USD. Transition to scale applications are for initiatives with existing evidence of effectiveness that are ready to be scaled up.

Please note: the application form is the same for all project types.

SUMMARY INFORMATION ABOUT THE PROJECT

Executive Summary is a brief statement written for educated non-specialists setting out the aim of the project, why the project is needed, project activities, outputs to be produced by the project, and anticipated outcomes. Please be sure to clearly identify and define the character strengths the proposal intends to address. A research project should also summarize specific hypotheses, arguments, evaluation methodology, and relevance to the field. You do not need to include information about the project team or organization in your Executive Summary. We strongly recommend that you write the Executive Summary after you have completed the rest of the proposal. The executive summary and basic information above will be used to screen applications for eligibility prior to peer review. (Limit 2,000 characters).

Project Description is one of the most important parts of your proposal. It should provide a specific, concrete, concise, and detailed plan of all the activities below that are relevant to your project (or any activity not mentioned below). Please define and explain technical terms when they first occur, especially terms which are used with a specific meaning within the proposal (Limit: 2 pages, approx 7,500 characters). Reference lists and any graphics/charts may be included as appendices. This project description is essential to enable expert reviewers to fully evaluate your proposal. Project descriptions may be uploaded in the form of a plain-text file, a Word Doc, or a PDF.

A research project should be described to the normal standard of a national or international funding agency. In most cases of academic research projects, this should include a literature review, hypotheses, and methodology; publication, dissemination, target audience, other activities. The literature review should give necessary background information for aspects of the project in which reviewers may not be experts themselves, and give confidence that the applicants are knowledgeable in the topic areas. If applicable, the project's research questions and specific hypotheses that will be tested should be presented. The research methodology should provide a clear picture of how the project will be conducted, including information on:

1. Study Design

2. Sample size
3. Data collection methods (e.g. questionnaires, interviews, focus groups, observation)
4. Measurement scales
5. Data analysis
6. Dissemination plan

Relation to Sir John Templeton’s Donor Intent should explain how the project would advance Sir John Templeton’s [philanthropic vision](#), as this is a prerequisite for all grants. Sir John Templeton was interested in concepts that he referred to as “invisible realities”, including (but not limited to) such examples as love, infinity, creativity, gratitude, intelligence, and purpose. He established the Foundation to foster rigorous scholarship and broad communications on such diverse topics in order to stimulate humility, curiosity, and enthusiasm for new discoveries. This is reflected in the Foundation’s motto: “How little we know, how eager to learn.”

Sir John believed that human flourishing results from the active learning and practice of specific character strengths: ‘Wherever we find ourselves in life, whatever the circumstances, whatever habits may be influencing our decisions, we can transform each situation into a learning and growing experience. We can determine how to be the masters of our habits so that our habits can be useful servants to us’.¹

He saw character development as the means by which to deepen knowledge and understanding of the human person, and to enhance human flourishing. Sir John’s ultimate objective for character development was to help individuals become more spiritually prosperous; *he wanted people to be transformed* by what he perceived to be spiritual principles, and believed that the products of such spiritual prosperity would be personal, and relational, and lead to social, and economic prosperity. He wrote in the Foreword to *The Templeton Plan*, “It is my vision that more and more people worldwide will lead lives of happiness and usefulness, and prosperity if we work continuously toward spiritual growth and a better understanding of the virtues by which we should govern ourselves.”² (Limit 2,000 characters).

Outputs are important, specific and quantified products or events to be produced from your project’s activities that are (more or less) under direct control of the Project Director and project leaders. Outputs are those products that are necessary for the changes that you intend for your project to make—that is, your project’s Outcomes (see below).

Rather than providing a list of every Output, please consolidate similar Outputs into categories (e.g., journal articles; conferences; workshops; books; courses) and list each category as a

¹ J.M. Templeton, *Wisdom from the World’s Religions*, 148

² J.M. Templeton, *The Templeton Plan*, 11

single output. The list should be concise and clear, thus allowing you and TWCF to know exactly what products you are committed to producing through your project. For up to three Outputs, please provide:

- A description of what will be produced (including quantity) and the target audience
- A description of what will be delivered/reported to TWCF, and when
- The percentage(s) of the Total Request Amount allocated to generating each Output

Outcomes are the expected changes or impact that you anticipate will result from the project's Outputs following the completion of the project. Some of these changes may manifest themselves before the end of the grant, while others may not be fully achieved until after the end of the project, and may depend on factors beyond the project team. Outcomes should define what the success of this project would look like. List and describe the project's Outcomes, and identify indicators of change that can be used to assess the extent to which the Outcome has been achieved. The indicators should be specific, objective, identifiable and measurable. Please describe each outcome sufficiently precisely such that in years to come it will be possible to judge whether or not they have been achieved. Avoid vagueness when identifying outcomes. Please provide:

- A description of each Outcome and the expected nature of the change on both primary and secondary target audiences;
- Quantifiable short-term indicators of the Outcomes, observable by the end of the project. For Character Development Grants, please group according to the categories in TABLE 1 below;
- Quantifiable long-term indicators of the Outcomes, which are indicators of change or progress that can be appraised up to five years past the end date of the project. For Character Development Grants, please group outcomes according to the categories provided in TABLE 2 below.

•Please Note: Outputs represent the items that will be delivered to TWCF if the application is approved, while Outcomes are the short-term and long-term effects that are expected to come about as a result of the outputs. TWCF is also enthusiastic about the dissemination of scholarly research in ways that impact secondary audiences, downstream from the primary audience in whom the impact of the Outputs are more direct.

If a project is funded, you should be prepared to report on the progress you have made towards the Outcomes; as such, please list only the most important indicators that you can track and report to TWCF throughout the project.

EXAMPLE:

(figures and text listed below are for a hypothetical innovation)

| TABLE 1: Quantifiable Short Term Indicators for Anticipated Outcomes | | | |
|---|---|--|------------------------------------|
| Quantity (# and %) | Description of Indicator & Target Audience | Measurement Method and Tool | Anticipated Completion Date |
| Increases in practice and expression character strengths attributable to the intervention | | | |
| 100 (67%) | # of secondary school students participating in the Empathy Curriculum who demonstrate improved ability to empathize with their peers in role play scenarios | Teacher observation | |
| 75(50%) | # of secondary school students participating in the Empathy Curriculum achieve significantly higher empathy scores on self report test, compared to pre-intervention scores | The Toronto Empathy Questionnaire | |
| Improvements in health, education, economic, social or related outcomes | | | |
| 50 (30%) | # of secondary school participants with significant decreases in anxiety following participation in the Empathy Curriculum | Generalized Anxiety Disorder Scale - 7 | |
| | | | |
| Increases in skills and capacity to deliver character development interventions | | | |
| 5 | Teachers trained and able to deliver Empathy Curriculum with fidelity | Pre-post intervention skills test | |
| | | | |
| Increases in awareness and knowledge of character strengths and/their importance | | | |
| 125 (80%) | Students able to identify and provide an example of empathetic behaviours in written work | Teacher reports | |
| | | | |
| Target population directly participating in character development interventions | | | |
| 150 | Total number of secondary school students participating in Empathy Curriculum (5 | | |

| | | | |
|---|---|--|--|
| | <i>grade 11 classrooms)</i> | | |
| | | | |
| General population reached through promotional material/campaigns | | | |
| 300 | <i>Parents and teachers</i> | | |
| | | | |
| Events and promotional activities to raise awareness of character development | | | |
| 1 | <i>School wide empathy day run by grade 11 students</i> | | |
| | | | |
| OTHER: Please list any other relevant indicators below | | | |
| | | | |
| | | | |
| | | | |

| TABLE 2 - Quantifiable Long Term Indicators for Anticipated Outcomes | | | |
|--|--|--------------------------------|---------------------------------|
| Expected (#) | Description of Indicator | Measurement/Data Source | Expected Completion Date |
| Changes to/creation of policies, curricula or standards focused on promoting character development | | | |
| 1 | <i>Student Council revises Student Charter to include empathy as a key school value</i> | <i>Copy of student charter</i> | |
| | | | |
| Organizations, communities or jurisdictions actively implementing character development as part of their core programming post grant funding | | | |
| 1 | <i>School agrees to provide budget for annual "Empathy Day" run by grade 11 students</i> | | |
| | | | |
| 3. OTHER: Please describe any additional long term indicators below | | | |

| | | | |
|--|--|--|--|
| | | | |
| | | | |
| | | | |

Proposed Budget should show a breakdown of the expected expenditures related to the project. Expenditures must be listed in the relevant categories and be accompanied in each case by a brief description of how it relates to the project. **A minimum of 50% of the budget must be spent on personnel or activities in the implementation country or countries. As such, please be sure to specify where expenditures will take place.**

You may include a maximum 15% overhead within the budget, which can be applied to all costs. The Foundation welcomes proposals that request a lower percentage of overhead costs.

Where the project includes funding from Other Sources: Please list the names of other sources of funding for this project, the amount provided by each source, and whether or not each source of additional funding has been secured, and if not what your plans are for securing each source of potential additional funding. If the additional funding is secured, please include a statement of support, award letter, or equivalent in the supporting materials (see Section 5). Qualifying sources of additional funding include grants towards this project from other funding agencies, in-kind salary costs for this project from the employers of project personnel, or donated time of project members. The following should not be included as sources of additional funding: funds for purchasing equipment not solely used for the proposed project; funds to cover costs for activities associated with but not specifically a part of the proposed project; donated overheads or “full economic costs” above TWCF’s limit of 15%; support for activities that will occur before or after the project.

The budget should, where appropriate, provide formulas for how a particular expense item was calculated, with consideration of any objective benchmarks (e.g., salary scales) for arriving at the budgeted figures. If significant parts of the project will be outsourced, please provide copies of relevant quotations for costs. Break down and describe the costs of your project at a level that allows expert reviewers and Trustees to decide whether or not the estimate expenses are both reasonable and necessary for the project.

Please note that TWCF reimburses only economy class rail and air fares.

PERSONNEL INFORMATION

Project Director (PD): responsible for managing the project as a whole, and serve as the ultimate authority on all matters internal to the project. We strongly encourage applicants to include only a single Project Director, but allow up to one additional person to serve as Project Co-Director (PCD) where there is strong specific case. In such cases, the Project Director and his or her Co-Director share executive authority over the project. A Project Co-Director who is outside the Project Director’s institution must indicate his or her institution and provide a statement of

commitment from their institution. Please note that a Project Co-Director does not need to be affiliated with an organization in an eligible country.

Additional personnel: leaders of subprojects (Project Leaders), consultants, post-doctoral researchers, graduate students, research assistants, interns, administrators, presenters, speakers, panelists, etc. In each case specify whether the person has been identified or if not how they will be appointed. Project Leaders may provide direct oversight and leadership of sub-components of a project, but they (and other personnel under their leadership) do so under the general oversight of the Project Director(s).

The percentage of time committed to the project should be given as an average over the duration of the project.

ORGANIZATIONS

Please provide information about the main organization through which the project will be run, and additional organizations involved in the project. Please answer all of the questions carefully and provide supporting materials where appropriate.

OTHER QUESTIONS FOR CHARTER AND LEGAL COMPLIANCE

Please provide information about the project's activities and expenditures. Please answer all of the questions in the application form carefully and provide supporting materials where appropriate.

SUPPORTING MATERIALS

Required supporting materials:

- A CV (qualifications, appointments, and up to 10 significant publications relevant to the project) for each Project Director or Co-Director (≤2 pages each)
- Table of Quantifiable Short and Long term indicators for anticipated outcomes
- Letters of support from every named individual who is a key part of the project team but not employed by the legal organization

Required if applicable (as appendices to the project description):

- Any graphics or illustrations required to support the proposal
- Survey instruments with a sidebar explaining the reason for each question and how each answer will be used in testing the hypotheses of the project
- Short papers giving essential background to the project only if they cannot be summarized in the proposal
- Reference list

Please note that shortlisted applicants will subsequently be asked to provide the following materials by September 1, 2018:

- Letters of support from both the host and collaborating institutions
- Letters of support for any additional funding (specifying the contribution to the project in cash or in kind)
- CVs for everyone else named in the full proposal (e.g. consultants, collaborators)
- Job descriptions/advertisements for any key hires to be made
- The legal organization's constitutive documents/charter
- Information about the legal organization's governance structure
- Audited financial statements of the legal organization
- Memorandum of Articles and Articles of Association or the Bylaws

If the legal organization is a for-profit organization, you will be asked to provide:

- Names of shareholders on official documentation
- A certificate of good standing with local authorities

Shortlisted applicants may be required to submit further documentation to satisfy The Foundation's policy for financial and legal compliance.