



# Fellows' Handbook 2020

*Note to readers: this Handbook was produced for the 2020 cohort of Fellows and has not been updated since then. A new edition will be produced for the 2023 Fellows.*

*“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*

---

## CONTENTS

<b>Introduction</b>	page 3
<b>Roles and responsibilities</b>	page 4
<b>The grant</b>	page 5
<b>Managing your Fellowship: travel</b>	page 6
<b>Managing your Fellowship: dissemination</b>	page 7
<b>Before your travels:</b>	
Announcement date	page 8
Next steps	page 8
Planning your travels	page 9
Planning your report	page 11
Planning your return	page 12
Submitting your itinerary	page 13
Booking your flights and accommodation	page 13
Submitting invoices for reimbursement	page 14
Travel insurance	page 15
<b>During your travels:</b>	
Recording your experiences	page 16
Case studies and human stories	page 16
Posting live from the field	page 17
Staying in touch	page 17
Staying safe	page 17
Safeguarding	page 18
<b>After your travels:</b>	
Thank-you emails	page 18
Making change happen	page 18
Publicity	page 18
Writing your Fellow's Report	page 19
Fellows' Networks	page 19
A Fellowship is for life	page 19
What you can give back	page 20
<b>Post-travel funding</b>	page 20
<b>The Award Ceremony</b>	page 20
<b>Staff contacts</b>	page 21
<b>Churchill Fellows' Code of Conduct</b>	page 23
<b>Terms and Conditions for Churchill Fellows</b>	page 25

## INTRODUCTION

---

### **Welcome to the Churchill Fellowship Fellows' Handbook.**

This is your guide to being a Churchill Fellow. In it you will find 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.churchillfellowship.org](http://www.churchillfellowship.org)), 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 Nikesh Patel (Fellowship Support Manager) on [nikesh.patel@churchillfellowship.org](mailto:nikesh.patel@churchillfellowship.org). He is your key contact before and during your travels.

After your travels, your key contact is Katie Baldock (Grants Manager) on [katie.baldock@churchillfellowship.org](mailto:katie.baldock@churchillfellowship.org), and she will provide advice on writing and disseminating your report. Other members of staff are listed at the back of the Handbook.

But first, a word about the Churchill Fellowship, for whom you are now an ambassador. The Churchill Fellowship 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 almost 5,800 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 funding for putting your ideas into action. Many Fellows join our Themed and Local Networks, take part in our events and draw upon the support of other Fellows and the Churchill Fellowship 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 5 March 2020. We would be very grateful if you could observe this embargo too (see page 6 for details).*

## ROLES AND RESPONSIBILITIES

---

### Our role

The Churchill Fellowship 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 the Churchill Fellowship, the Churchill name and the UK. You will need to:

- Conduct your Fellowship in line with the [Terms and Conditions](#) and the [Fellows' Code of Conduct](#). These can be found in the Fellows' Resources section on our website.
- 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 Churchill Fellowship team during the planning and research phases of your Fellowship.
- Document your Fellowship as you travel - this could be through photography, notes, a film, a blog or whatever suits 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 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 [Fellows' online 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.

The Churchill Fellowship 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, Nikesh Patel.**

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.

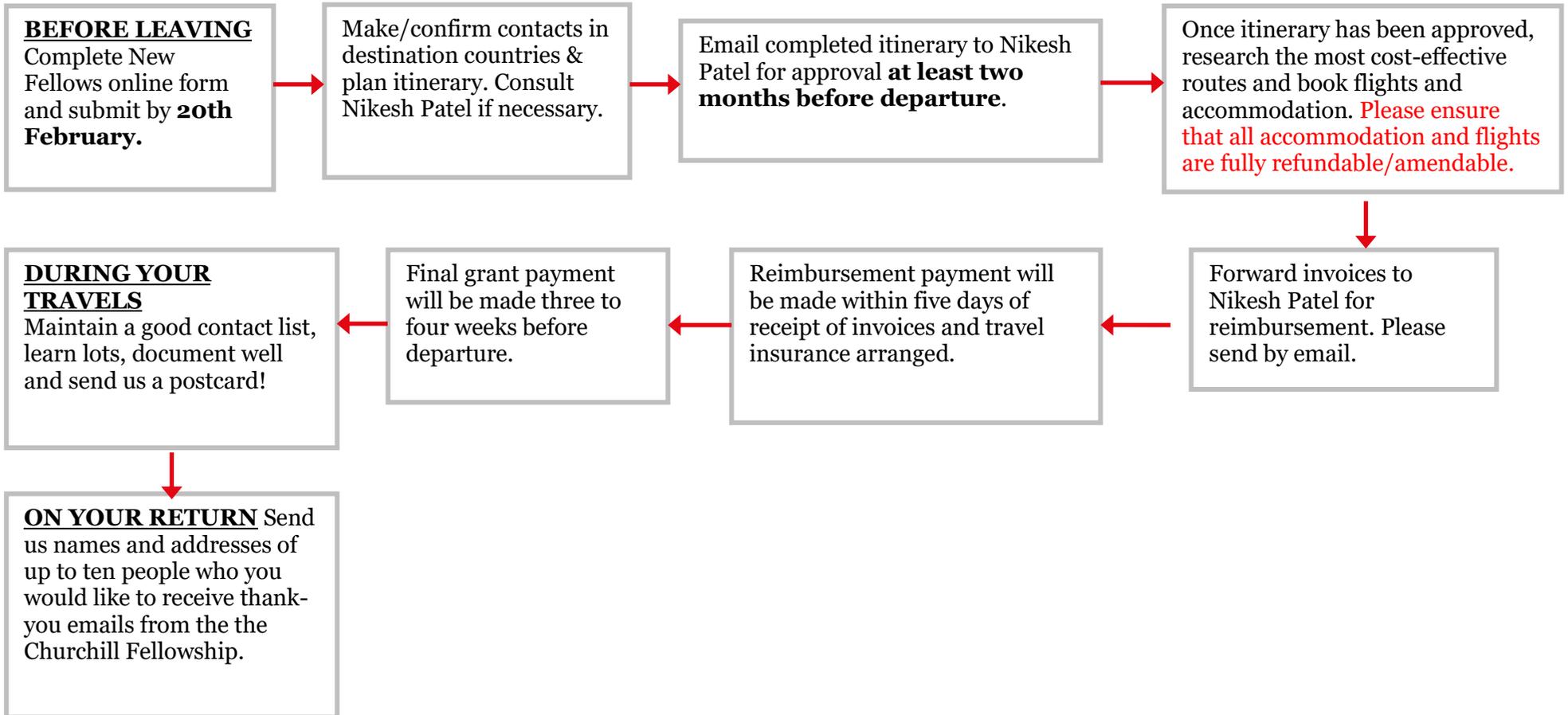
Once you have returned from your travels, you are not expected to present us with an account of how you have spent your grant, although we recommend keeping a track of your expenditure so you know whether your grant was sufficient.

***Depending on your circumstances, the grant may affect your tax or benefits status. We therefore recommend seeking professional tax advice.***

## MANAGING YOUR FELLOWSHIP: TRAVEL OVERVIEW

---

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.



# MANAGING YOUR FELLOWSHIP: DISSEMINATION

---

## Before you travel

- ✓ Read our guidelines on 'Before You Travel' in the Fellows' Resources section of our website
- ✓ Create a plan for making change happen when you return: What is the change you want to make, what are the audiences and mechanisms for achieving that change, What materials will you need to gather on your travels to support this
- ✓ Research and book meetings for your travels, which will deliver the above
- ✓ Carry out any additional background research around your topic and trip
- ✓ Start telling people here about your plans, to generate contacts and interest
- ✓ Consider setting up a blog and social media channels, to post now and during your trip
- ✓ Acquire any kit required for gathering material (camera gear, speech recording apps etc)

## While you travel

- ✓ Read our guidelines on 'While You Travel' in the Fellows' Resources section of our website
- ✓ Collect case studies, key statistics, contact details, and lots of notes
- ✓ Take story-telling photos
- ✓ Ensure you get permissions from interviewees and people in your photos
- ✓ Consider posting from the road on your social media and blog

## After you travel

- ✓ Read our guidelines on 'After You Travel' in the Fellows' Resources section of our website
- ✓ Draft and submit your Fellow's Report within three months of returning
- ✓ Find and engage with a relevant online Fellows' Network
- ✓ Update your plan for making change happen. Create a timeline for activities, including key contacts and key moments in your field (events, conferences, awareness days etc)
- ✓ Feel free to ask us for advice
- ✓ Consider how our Post-Travel Grant of £500 could help your dissemination activities
- ✓ Create any materials you will need (slideshows, flyers etc)
- ✓ Consider setting up a blog and social media channels, if you didn't before, to share your findings
- ✓ Start to engage with your target audiences and with relevant media
- ✓ Send us updates on any activities that we can publicise for you (talks, publications, projects etc)
- ✓ Keep us posted on progress

## BEFORE YOUR TRAVELS

---

### Announcement date

5 March 2020 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, but please say it is confidential until 5 March at 0100 hrs.
- From 20 February we will be talking confidentially 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 5 March'.
- On 5 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 hashtag #ChurchillFellow2020
- If you anticipate a significant publicity opportunity before 5 March (such as a live event), please do contact Naomi French on [naomi.french@churchillfellowship.org](mailto:naomi.french@churchillfellowship.org) to discuss it. We wouldn't want you to miss out.

### Next steps

Please complete the New Fellows' online form, accessed via the link in Nikesh Patel's email, and submit it before Thursday 20th February.

You will be invited to attend a New Fellows' Seminar in London in March, at which you can learn more about the Fellowship, ask questions and network with past and present Fellows in your field, as well as meeting the staff team.

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

- **The 2020 Fellows' online group.** This is run on Mobilize, an online platform that allows you to email all other 2020 Fellows and to message specific groups. Katie Baldock will invite you to join.
- **Themed Fellows' Networks.** These networks are focussed on specific themes and allow you to share information, events and news with other Fellows with similar interests. You'll be allocated by us to some of the networks, in the first weeks after your Fellowship is awarded. Please get in touch with Katie Baldock if you would like to join other networks. Some are administered through Mobilize and others through email. The Churchill Fellowship 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.churchillfellowship.org/fellows-resources/managing-your-fellowship/fellows-online-networks>

## **Planning your travels**

### **When to travel**

- Your Fellowship travels should begin **after 1 April 2020**, 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 Nikesh Patel.
- Nikesh 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](http://www.churchilltrust.com.au), New Zealand [www.dia.govt.nz](http://www.dia.govt.nz). (Please note these are separate organisations to the UK Trust.)
- Do check these websites to see if a NZ/Australian Fellow has undertaken a similar project, as we may be able to connect you with them, especially if you are travelling to Australia or New Zealand.

### **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.
- Make sure travel does not coincide with sporting events, school holidays or local elections, to avoid high fares and contact availability.
- 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 services 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 is an area where FCO advice is against all but essential travel. It's a good idea to subscribe to their 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 the LGBTQ+ community 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 must 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. 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 Churchill Fellowship will pay for essential vaccinations over and above your grant amount. Please send receipts to Nikesh Patel.

### **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 if the holiday is in the same country as 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. You can find out more in the [About Us](#) section of our website.

### **Planning your report**

Your Fellows' 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 findings and recommendations of your research, and to persuade readers your ideas can benefit the UK.

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 [Ideas Library](#) on our website to get an idea of how to present a report, 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 think about this before you begin your travels 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 as there will be so much information and learning.

Upon returning, we expect you to submit the first draft of your Fellows' report within 3 months. You will receive an email with 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 get in touch with Katie Baldock on [katie.baldock@churchillfellowship.org](mailto:katie.baldock@churchillfellowship.org).

As the 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 [Fellows' Report guidance](#).

Once your Report has been accepted by us, you are entitled to use the initials 'C.F.' after your name, for life.

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**

- It is worth thinking, at the earliest planning stage, about the change you want to make when you come back to the UK. This will help you to define what are the audiences and mechanisms for achieving that change, and therefore what evidence and arguments you will need to gather while travelling. This thinking will inform your itinerary.
- The steps you can take for planning your dissemination are shown as a flowchart at the start of this Handbook. 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. You can also email us for more tailored advice.
- Before you travel, contacting key agencies and individuals to let them know about your Fellowship helps build a relationship 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.

- You might also want to consider setting up a blog and some social media channels before you go, so that you generate interest in your project and post updates from the road.

### **Submitting your Itinerary**

- **Please do not book flights until your itinerary has been approved.**
- Please send us your Itinerary form **at least two months** before your planned departure date, or earlier, if possible. Approval will be normally given within two weeks of receiving your completed itinerary form.
- You can download the Itinerary template from the Fellows' Resources section on our website.
- Please also check the Covid-19 restrictions in your destination countries using [Travel Restrictions Map \(joinsherpa.com\)](https://www.joinsherpa.com)
- The itinerary should contain: the proposed dates of international travel, the dates and time spent in each city, plus all of the confirmed and unconfirmed meetings. Please note that there should be at least one confirmed meeting in each city for the itinerary to be approved.

### **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](http://www.opodo.co.uk) and [www.kayak.co.uk](http://www.kayak.co.uk) , which regularly offer cheaper options. Another site which gives very competitive fares is [www.skyscanner.net](http://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](mailto:bay@diversitytravel.co.uk), telling them that you are a Churchill Fellow of 2020. 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.
- **Please note that all flights booked should be completely amendable and refundable.**

### **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, including AirBnB, HouseTrip and other short-term letting sites. If you have accessibility requirements you may want to have a look at <https://accomable.com/>. LGBTQ+ Fellows may want to use Misterbnb, which provides a searchable database of LGBTQ+ friendly accommodation.
- 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 Nikesh Patel.
- **Please note that all accommodation booked should be completely amendable and refundable.**

### **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 Nikesh Patel, 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 Nikesh Patel.

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 Nikesh Patel.
- 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 dual citizenship, please use your British passport to travel as the British Consulate will not be able to help if you travel on a different passport.

If you have any queries regarding the RSA insurance please contact Nikesh Patel.

**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](http://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 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 upload your files to a laptop each night (or at least have several 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 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. Consider your plan for dissemination 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), along with 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 or 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 return to the UK and beginning to communicate your findings. Live posting will also help to encourage others to apply for a Fellowship.

You may want to record how many 'hits' your posts receive. 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 may provide you with 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 once you have completed your research. We look for a first-person article of 500-800 words, which explains what you're researching, what you've found, and why it is important. Please contact Rachel McKenna about sending us a blog post ([rachel.mckenna@churchillfellowship.org](mailto:rachel.mckenna@churchillfellowship.org)).

### **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**

We make every effort to support Fellows and ensure their safety, but Fellows do travel at their own risk. In order to travel safely, please note the following:

- Check the FCO website and the RSA travel app regularly for any change in travel advice for the countries in which you are travelling or subscribe to email alerts (see p.8 for details).
- 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.

If anything happens to you, or there is something we can do from here to help you, please do get in touch with Nikesh Patel or email us [atoffice@churchillfellowship.org](mailto:atoffice@churchillfellowship.org). In the case of an emergency, please contact [emergency@churchillfellowship.org](mailto:emergency@churchillfellowship.org)

## **Your safeguarding responsibility whilst you are travelling**

The Churchill Fellowship takes safeguarding extremely seriously and requires Churchill Fellows to observe best practice and comply with all relevant local and UK laws and regulations at all times.

Churchill Fellows must contact their hosts to learn of any safeguarding policies in place and ensure that these are adhered to.

Whilst 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).

If you have any queries about your safeguarding obligations whilst carrying out your Project, we strongly advise that you seek your own independent legal or professional advice.

## **AFTER YOUR TRAVELS**

---

### **Thank-you emails**

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 email address and we will send them a short, formal email 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.

### **Making change happen**

A core purpose of your Fellowship is to bring back new ideas and use them to effect change in the UK. We recommend that on your return, you revise the dissemination plan which you made before travelling, update it in light of what you have learned, and then begin to follow the steps outlined in our Dissemination list on page 6.

There is detailed advice on many aspects of dissemination in the [Fellows' Resources](#) section of our website. In addition, you can book an advice call about dissemination with a relevant member of our team by emailing Katie Baldock to request this ([katie.baldock@churchillfellowship.org](mailto:katie.baldock@churchillfellowship.org)).

### **Publicity**

- **Contacting the media:** press coverage is a good way to begin sharing your findings more widely, and to promote the Fellowships to other applicants. Articles or interviews in your professional sector press, in particular, can make a difference to the promotion of your research. Advice on how and when to approach the media can be found in the Fellows' Resources section of our website. If you'd like further advice on approaching the media, please contact Naomi French ([naomi.french@churchillfellowship.org](mailto:naomi.french@churchillfellowship.org)) to book in a call.
- **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 (@churchillfellowship). Please forward relevant ones to Rachel McKenna ([Rachel.mckenna@churchillfellowship.org](mailto:Rachel.mckenna@churchillfellowship.org)).
- **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 (@ChurchillFship), so please tag us in tweets related to your Fellowship so that we can retweet you. You can also find us on Facebook (@ChurchillFellowship), LinkedIn, YouTube (Churchill Fellowship) and Instagram (@churchillfellowship). 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.

- **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 in full (‘The Churchill Fellowship’)

## **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. There is a range of guidance available to you - see page 9 – and Katie Baldock will be happy to speak to you about any aspect of your Report ([katie.baldock@churchillfellowship.org](mailto:katie.baldock@churchillfellowship.org)).

## **Fellows’ Networks**

- **Themed Networks** and **Local Networks** can be a valuable means to share your findings and network with other fellows in your field. For a full list of guidance and links 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 may also ask you to support our fundraising activities to ensure we can continue to award Fellowships in the future.

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 the Churchill Fellowship .
- Use of the initials ‘C.F.’ after your name, once your Report has been approved by us.

- 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 do talk about us, tweet us, tell colleagues, alert friends.

If you are in contact with individuals or organisations that could help us with partnerships or donations, please bear us in mind. Details of how they can support us can be found [here](#).

### **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 the Churchill Fellowship 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.

Once your report is approved, you will receive a link to the application form. You have 12 months to apply from the date when your report is approved and a further 12 months to carry out the project once you have been awarded. Post-travel funding guidance can be found on the Fellows' Resources section of the website. If you have any questions, please contact Katie Baldock ([katie.baldock@churchillfellowship.org](mailto:katie.baldock@churchillfellowship.org)).

### **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 2020, you will be invited to the Ceremony in 2022. 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 the Churchill Fellowship. 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 the Churchill Fellowship. The Fellow 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 Nikesh Patel, and after your travels it is Katie Baldock. 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. Our 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@churchillfellowship.org](mailto:emergency@churchillfellowship.org)

### Chief Executive's office

**Julia Weston** – Chief Executive

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

**Hannah Cross** - Executive Assistant

- [Hannah.cross@churchillfellowship.org](mailto:Hannah.cross@churchillfellowship.org)

### Fellowship team

**Sara Canullo** – Fellowship Director [sara.canullo@churchillfellowship.org](mailto:sara.canullo@churchillfellowship.org)

Sara oversees all aspects of 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 Nikesh Patel or Katie Baldock are unavailable.

**Nikesh Patel** – Fellowship Support Manager

- [nikesh.patel@churchillfellowship.org](mailto:nikesh.patel@churchillfellowship.org)
- Nikesh is your main point of contact until your travels have finished. In his absence, Katie Baldock will be able help you.

**Katie Baldock** - Grants Manager

- [katie.baldock@churchillfellowship.org](mailto:katie.baldock@churchillfellowship.org)
- Katie is your main point of contact once your travels have finished, especially with writing your Fellow's Report and sharing your ideas. She will be in touch shortly after your return.

**Esmeralda Gambelli** - Grants Officer

- [Esmeralda.gambelli@churchillfellowship.org](mailto:Esmeralda.gambelli@churchillfellowship.org)
- Esmeralda is responsible for managing the Fellows' Networks and supports the Fellowship Director and Grants Manager in the delivery of our grants programmes.

**Kati-Maria Ikola** - Data Manager

- [kati-maria.ikola@churchillfellowship.org](mailto:kati-maria.ikola@churchillfellowship.org)
- Kati-Maria looks after the data and IT systems for the organisation, keeping a watchful eye on the online Fellowship application process.

**Communications team**

**Jonathan Lorie** – Communications Director

- [jonathan.lorie@churchillfellowship.org](mailto:jonathan.lorie@churchillfellowship.org)
- Jonathan is responsible for the promotion of the Fellowships and can help Fellows with dissemination and influencing.

**Rachel McKenna** – Content Editor

- [Rachel.mckenna@churchillfellowship.org](mailto:Rachel.mckenna@churchillfellowship.org)
- Rachel manages our online and offline content and photo library. She is the day to day contact for promoting your Fellowship through our social media, blogs or website.

**Naomi French** – Research and Engagement Manager

- [naomi.french@churchillfellowship.org](mailto:naomi.french@churchillfellowship.org)
- Naomi manages our relations with the media and the professional sectors in which we award Fellowships. She also researches new categories for Fellowships. She can advise on media issues and engagement with audiences.

**Finance team**

**John Tsang** - Finance Director

- [John.tsang@churchillfellowship.org](mailto:John.tsang@churchillfellowship.org)

**Bryan Hamilton** - Finance Officer

- [Bryan.hamilton@churchillfellowship.org](mailto:Bryan.hamilton@churchillfellowship.org)

**Development Team**

**Christopher Mann** – Development Director

- [Chris.mann@churchillfellowship.org](mailto:Chris.mann@churchillfellowship.org)
- Chris manages our fundraising and development activity for the Churchill Fellowship. If you would like to support our work, please contact Chris.

**Lindsay Owen** – Development Officer

- [Lindsay.owen@churchillfellowship.org](mailto:Lindsay.owen@churchillfellowship.org)

- Lindsay helps to build and steward our relationships with partners, whose support allows us to grow and develop the Fellowship.

## **CHURCHILL FELLOWS' CODE OF CONDUCT**

---

The Churchill Fellowship expects all Fellows to uphold the highest standards of integrity and professionalism in the conduct of their Fellowship project from the date of award, through to their research phase and thereafter. Therefore Fellows agree that:

1. Fellows shall ensure the dignity, rights, reputation, safety and well-being of all individuals and avoid unreasonable risk or harm to others.
2. Fellows shall strive for excellence, aiming to design, produce and share work of the highest quality.
3. Fellows shall always be aware of their overriding responsibility to public benefit and the public good.
4. Fellows shall observe and comply with all legal, regulatory and professional ethical requirements in the UK and in countries where the Fellowship is conducted, including those relevant to the field of study and any host organisations.
5. Fellows shall inform themselves about, and show respect for, local cultures, behaviours and customs.
6. Fellows shall be straightforward and honest in all their professional relationships.
7. Fellows shall ensure that participation in their activities, interviews and overall project, is based on participants' voluntary informed consent.
8. Fellows shall be transparent, open and honest with anyone they meet as to the subject and purpose of data collection and research.
9. Fellows shall not disclose confidential information acquired in the course of the Fellowship, except with prior permission in writing from the individual, host organisation or relevant authority.
10. Fellows shall contribute to and promote the open exchange of ideas, research methods, data and results and their discussion, scrutiny and debate, subject to any considerations of confidentiality.
11. Fellows shall be unbiased, independent and professional in the conduct of their project, and in the reporting of their Fellowship findings.
12. Fellows shall at all times protect The Churchill Fellowship's reputation and integrity and observe its values.

### **Additional Code of Conduct for Fellows working with children and young people**

'A child is defined as any young person under the age of 18, regardless of the age of majority in the country where the child is, or his or her country of origin.' – UN 1989

This code of conduct outlines the conduct we expect of Fellows who come in contact with children as part of their project. Therefore, Fellows agree that:

1. Fellows shall prioritise the welfare of children and young people and avoid taking any unnecessary risks.
2. Fellows shall be aware of the principles of safeguarding and child protection.
3. Fellows' contact and communication with children and young people shall be appropriate and relevant to their project.
4. Fellows shall not engage in behaviour that is in any way abusive, this includes physical, emotional and sexual abuse.
5. Fellows shall not share their contact details with children and young people, obtain their contact details or have contact with them via a personal social media account.
6. Fellows shall ensure that, wherever possible, there is more than one adult present during activities with children and young people. If this isn't possible, Fellows shall ensure they are within sight or hearing of other adults.
7. Fellows shall only provide personal care to children and young people in an emergency, and make sure there is more than one other adult present if possible.

### **The Churchill Fellowship values**

We empower individuals to learn from the world and transform lives across the UK. We provide knowledge and opportunity for the UK and promote collaboration worldwide. We believe in the potential of the individual for personal growth and public impact.

Our values are:

- Equality
- Respect
- Integrity
- Fairness
- Diversity
- Universality
- Excellence
- Accountability

## TERMS AND CONDITIONS FOR CHURCHILL FELLOWS

---

### Introduction

This document explains the standard Terms and Conditions that apply to all Churchill Fellows. They apply from the time when you are awarded a Fellowship, during your Fellowship research, and at any time afterwards when you are engaged in Fellowship-related activities.

This document is important. Together with our Offer Letter, it sets out the standard legal conditions on which we offer you a Grant. Payment of your Grant is conditional on you accepting these Terms and Conditions and sending us a signed copy of this document for our records.

Please ensure you have read and understood the Terms and Conditions before you accept a Grant. If you have any questions about them, you can contact our Fellowship team on 0207 799 1660 or [office@churchillfellowship.org](mailto:office@churchillfellowship.org).

Once you have read and understood this document, please sign on the final page and send us a paper copy or scan of it. We cannot release your Grant until we have received this.

### Contents

1. Definitions
2. The Grant
3. Obligation of our Trustees
4. Legal status of a Fellow
5. Communications
6. Fellows' Reports
7. Legal obligations
8. Equality and diversity
9. Safeguarding children and adults at risk
10. General conduct

## Definitions

- **The Churchill Fellowship** (or TCF): this means the registered charity number 313952, office address 29 Great Smith Street, London SW1P 3BL, website [www.churchillfellowship.org](http://www.churchillfellowship.org).
- **Churchill Fellow**: this means a person who is awarded a TCF Grant. It is a status that can be used from the moment you accept our offer of a Fellowship, for the rest of your life. (However, please note that it is not fully conferred until you have completed your Fellowship Travels and submitted your Fellow's Report to our agreed standard; and you cannot use the post-nominal 'CF' until your Report has been accepted as such by us.)
- **Grant**: this means the funding we give to a Fellow to pursue their Project. It may be a Fellowship Grant or Post Research Funding.
- **Project**: this means the activity for which you applied for a Fellowship, and for which we awarded it.
- **Offer Letter**: this means the letter in which we offer you a Fellowship and confirm the amount of your Grant.
- **Fellowship travels**: this means the journeys you make that are funded by your Grant in order to pursue your Project.
- **Fellows' Code of Conduct**: this refers to a separate document that describes the ethical behaviour expected of a Fellow. It can be found in the Fellows' Resources section of our website.
- **Fellows' Handbook**: this refers to a separate document that describes the practical steps expected of a Fellow and offers guidance on them. It can be found in the Fellows' Resources section of our website and in the pack sent to Fellows with their Offer Letter.

## The Grant

- 1.1 The amount of your Grant is set out in the Offer Letter that we send you. This may not be the same as the amount you applied for, as we recalculate all Project budgets according to our own criteria.
- 1.2 We will not increase the sum specified in your Offer Letter, unless there are exceptional circumstances.
- 1.3 We may decrease the sum specified in your Offer Letter, if your plans change significantly (for example, if your travelling time is reduced).
- 1.4 You must accept our offer of a Grant within four weeks of receiving the Offer Letter. The way to send us your acceptance is by signing and returning a copy of this document (the Fellows' Terms and Conditions), in the form of a paper copy or an electronic scan. Other forms of acceptance (such as phoning or emailing us) will not count. Fellows are not permitted to travel until we have received their acceptance.
- 1.5 The Terms and Conditions in this document will apply to you from the date when you accept your Grant. The Fellows' Code of Conduct will also apply to you from the date when you accept your Grant. Failure to observe either of these documents will result in the withdrawal of your Fellowship.

- 1.6 Your Grant must be used exclusively for your Project, as described in your application for a Fellowship. It cannot be used for any other purposes. This is because it comes from charity funds and is covered by UK charity law. Using it for other purposes is illegal. We reserve the right to ask you for evidence of how you have spent your Grant.
- 1.7 Any money from your Grant that is not spent should be refunded to us.
- 1.8 We will pay the Grant as explained in our Fellows' Handbook and in line with your Project needs.
- 1.9 You must tell us promptly about any changes to your personal information, including changes to your home address, contact details, and bank or building society details. All the information you give us must be true and up to date.

### **Obligation of our Trustees**

- 3.1 The Trustees of TCF do not have any legal responsibility for Churchill Fellows or their possessions, during the period of their Fellowship travels or researches, or thereafter. Trustees are not liable in any way for indemnifying Churchill Fellows against any risks whatsoever. This includes any risks that arise in any way relating to a Grant, and any risks that are insured under the travel insurance policy operated by the Churchill Fellowship.
- 3.2 Trustees are not liable to any third party as a result of any direct or indirect action of a Churchill Fellow, during their Project or thereafter.
- 3.3 As a Churchill Fellow, you accept that the Grant is the full discharge of the Trustees' entire obligation to you.

### **Legal status of a Fellow**

- 4.1 A Churchill Fellow is not an employee, volunteer or representative of TCF.
- 4.2 A Churchill Fellow is not authorised in any way to act as an agent of TCF.

### **Communications**

- 4.3 You can call yourself a Churchill Fellow from the moment of your acceptance of our Offer Letter. You can use this on your business cards, website, presentations and any other written or online communications that relate to your Project. We will give you a set of business cards shortly after your award, which should be used in relation to your Project.
- 4.4 You can use the letters 'CF' (for 'Churchill Fellow') after your name, but only once your Fellowship has been fully conferred. This occurs when you have completed your Fellowship Travels or research, submitted your Fellow's Report to our agreed standard, and had it accepted as such by us. t.
- 4.5 You can use the dedicated Fellow's logo from the moment of award, in any context that you wish.
- 4.6 You can also use the TCF logo, but in a more limited way. You can use it only in relation to your Project and only in these specific contexts: on your Fellow's Report, in printed or slideshow presentations, or to credit us as a donor in a relevant context. You cannot use our logo on your social media channels, website, blog or other online contexts, except with written permission from us. (Legally speaking, we grant you a royalty-free, non-exclusive, revocable and worldwide licence to use our logo, solely for the purposes specified in this document and solely for the duration of your Project.)

- 4.7 Any other uses of our name or logo should be discussed and approved by us in advance of their use.
- 4.8 At any time that you use our logo or describe TCF and its work, you should follow our brand guidelines, which are available in the Fellows' Resources section of our website.
- 4.9 Although you can present yourself to the world as a Churchill Fellow, as described above, you cannot legally present yourself or suggest that you are in any way an employee, officer, trustee, volunteer, representative or agent of TCF. You cannot make contracts or undertake negotiations on our behalf.
- 4.10 As a Churchill Fellow, you undertake not to issue any public communications that bring TCF into disrepute. You will also be careful about the effects of your public statements on TCF and on your hosts and contacts overseas. Be aware that this applies to all forms of media that could be reposted or forwarded, such as your own emails, social media channels and online sites.

### **Fellow's Report**

- 4.11 All Churchill Fellows must create a Fellow's Report and send it to us within three months of their Fellowship travels. This is a contractual obligation for receiving a Grant. The status of being a Churchill Fellow is not fully conferred until you have done so, and after that you are eligible to attend our Fellows' Awards Ceremony and receive your Churchill medallion.
- 4.12 Full guidance on creating your Report is available in the Fellows' Resources section of our website. It should describe the findings and results of your Project, your recommendations for others in your field, and your planned next steps in pursuit of the Project. It is intended not as an account of your trip, or an explanation of how you spent your Grant, but as a tool for furthering your Project.
- 4.13 Copyright in this Report remains with you, as its author. However, it is a condition of the Grant that you allow us to publish and publicise it, as we see fit, since this is how our impact as a charity can be achieved in the wider UK context. (Legally speaking, you grant us a royalty-free non-exclusive irrevocable and worldwide licence in perpetuity [including a right to sub-licence], to publish, copy, extract, disseminate and sub-licence your Fellow's Report [in whatever form it takes] in whole or in part, in all formats and media worldwide.)
- 4.14 For similar reasons, it is a condition of the Grant that the Report and findings from your Fellowship must be freely available to the public.
- 4.15 The above clauses do not affect your copyright as the author of the work under UK law, or your rights to publish or licence it to others. The findings of your Project, whether in Report form or any other form, are your intellectual property.
- 4.16 The content of your Report, including its opinions and recommendations, are your own and not those of TCF or our partner organisations, and this must be stated prominently in the Report. A standard statement about this can be found in the Fellow's Report Guidelines, in the Fellows' Resources section of our website.

### **Legal obligations**

- 4.17 You must not use your status as a Churchill Fellow to engage in activities that would contravene current UK law, including any special restrictions on charity activities.
- 4.18 If required, you must have appropriate policies in place at all times to comply with UK law and good practice (for example in the area of data protection).

- 4.19 We expect you to obey the laws of the countries you visit, and to respect their customs so as not to give offence.

### **Equality and diversity**

- 4.20 All Fellows have a duty to act in accordance with the Equality Act 2010 and to conduct their Project in accordance with the principles of non-discrimination on the basis of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation ('the protected characteristics').

### **Safeguarding children and adults at risk**

- 4.21 TCF takes safeguarding extremely seriously and requires Churchill Fellows to observe best practice and comply with all relevant local and UK laws and regulations at all times.
- 4.22 Churchill Fellows must contact their hosts to learn of any safeguarding policies in place, and ensure that these are adhered to.
- 4.23 While travelling, if you have a safeguarding concern, you should ensure you are aware of local laws and regulations and seek advice from the local Foreign Office representative (such as the British Consul) before taking action.
- 4.24 If you have any queries about your safeguarding obligations whilst carrying out your Project, we strongly advise that you seek your own independent legal or professional advice.

### **General conduct**

- 4.25 Churchill Fellows are required to conduct themselves in a manner which will not discredit themselves or TCF, and agree to comply with the Fellows' Code of Conduct at all times, a copy of which is annexed and forms part of these Terms and Conditions.
- 4.26 If Churchill Fellows have any queries on what is expected of them in relation to their conduct for the duration of the Project, they should contact us for further guidance.

### **Declaration**

I have read, understood and will adhere to these Terms and Conditions and the Fellows' Code of Conduct.

Signature.....

Date.....

Name.....