



Fellows' Handbook 2023

“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

Introduction	page 2
Roles and responsibilities	page 3
The grant	page 4
Managing your Fellowship	page 5
Planning your overseas learning	
Announcement date	page 7
Next steps	page 7
Making Contacts	page 8
Planning your overseas learning	page 8
Submitting your itinerary	page 10
Booking your travel and accommodation	page 11
Submitting invoices for reimbursement	page 12
Travel insurance	page 12
Learning online from the UK	page 13
Carrying out your overseas learning	
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
After your overseas learning:	
Thank-you emails	page 19
Making change happen	page 19
Distilling your learning and next steps	page 19
Publicity	page 20
A Fellowship is for life	page 21
What you can give back	page 21
Post-research funding	page 22
The Award Ceremony	page 22
Staff contacts	page 23
Churchill Fellows' Code of Conduct	page 26
Terms and Conditions for Churchill Fellows	page 28

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), where we regularly add guides on specialist topics such as advocacy or story-gathering in the field.

Please do read this Handbook thoroughly before beginning to plan your overseas learning. If you still have questions after reading the Handbook, please contact Ellie Smith (Fellowship Officer) on ellie.smith@churchillfellowship.org or Nikesh Patel (Fellowship Manager) on nikesh.patel@churchillfellowship.org. They are your key contacts before and during your learn phase.

After your overseas learning, your key contact is Claire Hunte (Research and Engagement Manager) on claire.hunte@churchillfellowship.org, and she will provide advice on sharing and implementing what you've learned. Other members of staff are listed at the back of the Handbook.

But first, a word about the Churchill Fellowship, of which you are now a representative. 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 learn from other countries and seek innovative solutions for today's most pressing problems. Afterwards, we'll support you to share your global insights with your professions and communities and 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 6,000 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.

The Churchill Fellowship team

PS: We will not be publicly announcing your award of a Fellowship until 27 June 2023. We would be very grateful if you could observe this embargo too.

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 commence your overseas learning.
- Arrange your travel insurance.
- Be on hand to provide support and advice before, during and after your overseas learning.
- Stay in touch after your overseas learning, to give guidance about sharing or implementing your findings.

Your role

As a Churchill Fellow, you are a representative 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 and at the end of this Handbook.
- Aim to complete your overseas learning 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 overseas learning.
- Keep in close communication with the Churchill Fellowship team during the planning and carrying out of your overseas learning.
- Document your Fellowship as you carry out your overseas learning - 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 completing your overseas learning, 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 or train journeys to and from the UK (Travel and Hybrid Fellows).
- Internal travel in your destination countries (Travel and Hybrid Fellows).
- Food and accommodation for the duration of your overseas learning (Travel and Hybrid Fellows).
- Learning from overseas online from the UK (Hybrid and Online Fellows).

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

- Visa fees.
- Vaccination costs.
- Overseas conference fees. If not already agreed at initial application these are limited to one per Fellow and are 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 and cover your travel and medical insurance.

For Travel and Hybrid Fellows we will make the final grant payment six to eight weeks before your departure, providing that your itinerary has been approved and your flights or trains booked.

If you travel in two or more phases, please note that the payment you will receive six to eight 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.

For Hybrid and Online Fellows we will make the grant payment for online learning related costs once a detailed plan for online learning has been submitted and approved.

Managing the grant

When you are making your plans for overseas learning, 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 Manager, Nikesh Patel.

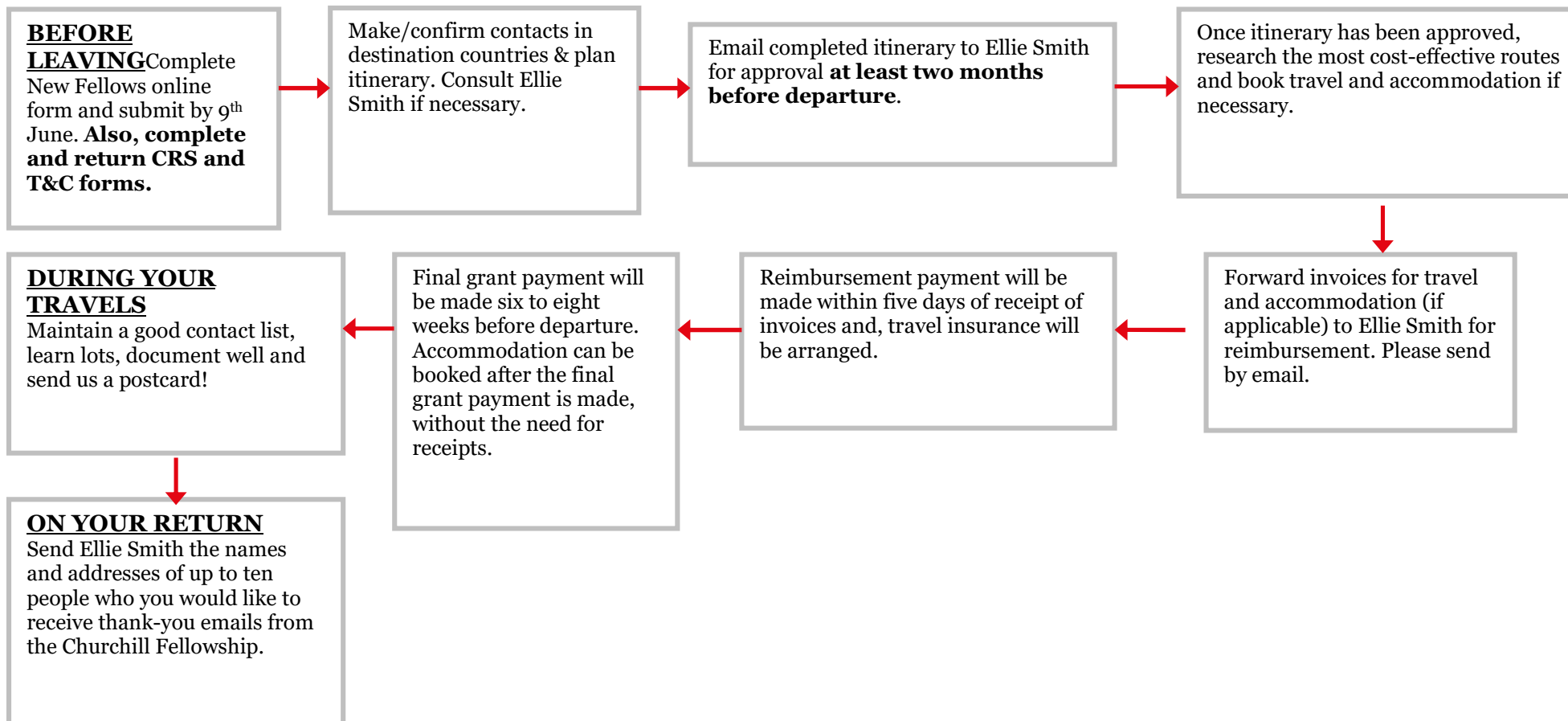
Your grant may be adjusted if your final itinerary is very different from the original plan you submitted in your application and on which your grant is based, for example if the number of countries you plan to visit is reduced.

Once you have completed your overseas learning, 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.

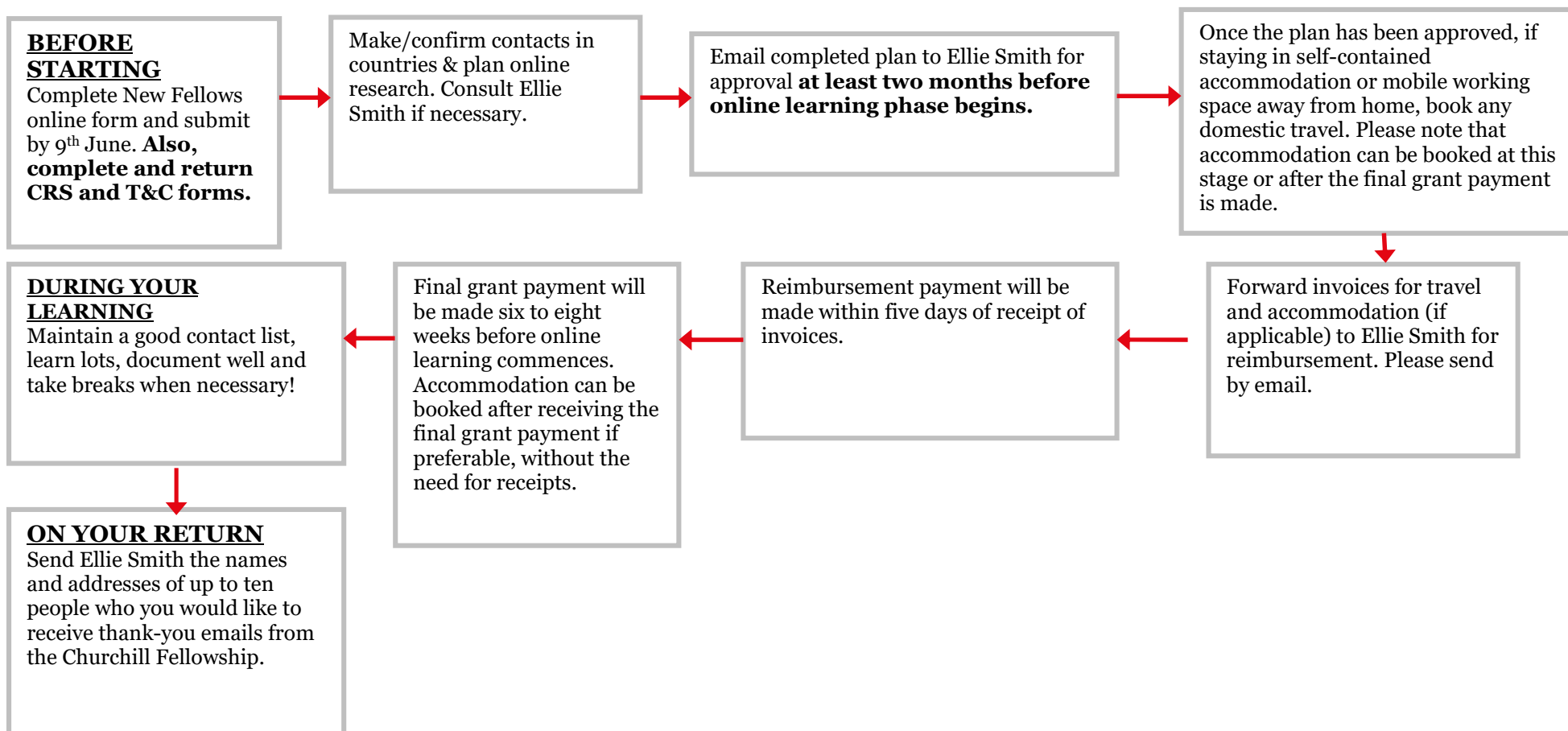
MANAGING YOUR FELLOWSHIP: TRAVEL LEARNING OVERVIEW

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: ONLINE LEARNING OVERVIEW

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



2023 is our first year offering Online and Hybrid Fellowships and we'd really appreciate your feedback on if, and how, we could improve our processes in future years.

Announcement date

Tuesday 27 June 2023 is the day on which your award will be publicly announced on our website and on social media. 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 27 June at 12noon.
- On 27 June, 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 #ChurchillFellows2023
- If you anticipate a significant publicity opportunity before 27 June (such as a live event), please do contact our communications team on communications@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 your offer email, and submit it before 9am on Friday 9th June. This will allow us to announce that you have received a Churchill Fellowship.

You will be invited to attend Connect and Inspire- Launching your Fellowship, a special event which will bring together all new Churchill Fellows awarded in 2023. The event will take place in central London on the afternoon of Wednesday 28 June and will provide an opportunity for you to learn more about the Fellowship, connect with other Fellows including those awarded in your theme, hear from Fellows awarded in previous years and meet members of the wider Fellowship community including our partners and staff team.

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

- **The 2023 Fellows' online group.** This is run on Mobilize, an online platform that allows you to email all other 2023 Fellows and to message specific groups. Ellie Smith 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 Claire Hunte, on claire.hunte@churchillfellowship.org, 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>

Starting your Fellowship

- Your Fellowship research should begin **after 1 August 2023**, 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.
- Ellie Smith will 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 meet as soon as possible, as it can take some time. We will provide you with an official letter of introduction explaining the reasons why you wish to meet, which you may want to attach to your introductory emails.
- Fellows from previous years who have had similar projects to you or have carried out research in 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 your research.
- 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 Churchill Trust offices in those countries and arrange to visit one of their regional offices. Full details are available on their websites: Australia www.churchilltrust.com.au, New Zealand www.dia.govt.nz. (Please note these are separate organisations to the Churchill Fellowship but run a similar programme.)
- 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.

Learning through travel

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, Commonwealth and Development Office (FCDO) 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 ensure 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. 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 FCDO 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 FCDO 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 FCDO 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 FCDO 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 \$21: 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 Ellie Smith.

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 carrying out your overseas research 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 and on the [Australian Churchill Fellowship website](#)

Submitting your Itinerary

- **Please do not book flights, trains or other travel 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://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 travel and accommodation

Finding the best deals

- Once you have received approval for your itinerary, please book your flights or trains as soon as you can to ensure the best price. We will only fund economy tickets and cannot cover first or business class travel unless this has been previously agreed as a necessary reasonable adjustment.
- We strongly recommend that you research all travel options, including charter flights, trains and find the most cost-effective routes. Please also make sure that whoever you book your flight/train through is a member of ABTA (the Association of British Travel Agents) or a body that offers similar protection.
- If you have applied for travel via train and your grant has been calculated to ensure train fares are affordable, we expect Fellow's to adhere to this mode of transport or if this isn't possible to let us know why the mode of transport has changed.
- Try to be flexible on dates and flight/train 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 international flights/trains** 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. However, if you are booking at least 8 weeks in advance and the grant allocated is insufficient due to current high levels of inflation we may be able to adjust your grant to accommodate this.
- Helpful sites include www.opodo.co.uk and www.kayak.co.uk for flights and <https://www.thetrainline.com/> for trains, which regularly offer cheaper options. Another site which gives very competitive fares for flights is www.skyscanner.net. We refer to all these sites to establish whether your travel 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 [0161 302 5405](tel:01613025405) or Bonsai@diversitytravel.com, telling them that you are a Churchill Fellow of 2023. They specialise in charity rates and can normally meet or better any prices you find yourself. Also, they can often hold flights or change them more easily than flights booked independently.

Paying for international flights/trains

- 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 Ellie Smith.

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 Ellie Smith, 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 a week of receiving the receipts, although we normally manage to do so sooner.

Travel insurance

Once we have received your travel 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 Ellie Smith.

Some points to remember:

- The insurance will only cover you if you are fit to travel. 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 Ellie Smith.

Claims should be pursued directly with RSA on 01403 232285, or online at www.rsainsurance.co.uk/claims quoting Master Policy PA 10068296. Claims must be submitted within 90 days from the event to which they relate.

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

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

Learning online from the UK

The need for an online aspect of the Fellowship arose during the recent pandemic. Due to the suspension of international travel during the pandemic we offered the possibility of doing part of the Fellowship overseas learning from home or in self-contained accommodation/mobile working space via online channels.

Inclusivity is a key pillar of the Churchill Fellowship. We are always looking at ways to increase the inclusivity of the Fellowship and the Hybrid and Online Fellowships undoubtedly opens up the Fellowship opportunity to more individuals as this can be tailored to suit each Fellows individual needs.

The online phase of a Hybrid Fellowship or an Online Fellowship are opportunities for you to spend a period of time immersed in your Fellowship learning through online channels. This is likely to mean conducting your learning, interviews and meetings online with the organisations overseas listed on your short list form and thinking through what you discover.

It can be done from home, in self-contained accommodation or a mobile working space (i.e., WeWork). If you requested support with online research from the UK in your application or we discussed this with you at interview, costs associated with this will have been included in your grant offer letter. This is a pilot year for Hybrid and Online Fellowships where we have been, and will continue to seek to understand what Fellows need to support their overseas learning. We have

developed a standard rate for 2023/24 to support Fellows to cover their costs while working online from home in the UK as well as maximum rates for working online away from home and this has been used to calculate grant offers for Online and Hybrid Fellows.

Grants for online learning in the UK will only be released on receipt of a full plan for online learning, including confirmed contacts for meetings. If your grant includes a contribution towards IT equipment and software licences during online learning, we will require receipts. As with the Fellowship travel grant, we are unable to cover loss of earnings. However, we are interested to hear what other costs might need to be covered to support learning from overseas online from the UK and we will consider these on a case-by-case basis.

Learning from overseas online from the UK does not need to be undertaken in one solid block of time and can be over a prolonged period of a couple of days a week. However, before releasing any funds we will require a full plan for all overseas learning to be taken place online during the Fellowship period, including details of contacts that you intend to speak with. Please ensure that any self-contained accommodation that you are interested in booking has WIFI and broadband that is suitable for video calls.

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

Free video call services

As the use of video calls is paramount to the success of online learning during your Fellowship, below are three extremely popular video call applications. Please check to ensure which video call platform is preferred by the organisations that you intend to speak with. You may also find that organisations you wish to speak to have their own accounts and are therefore able to 'invite you' to a meeting at their cost.

Zoom: <https://zoom.us/> The free version of Zoom offers video calls for up to 40 minutes in length. If a longer meeting time is required, you may purchase the Professional version of Zoom for £11.99 per month, which allows for meetings with a maximum length of 30 hours.

Google Meet: <https://meet.google.com/> If you are not a Google Suit account holder, Google meet only allows for video calls between Google Mail accounts. This may factor into your decision on which video call service is best suited for your needs.

Skype: <https://www.skype.com/en/> Skype is a free of charge video calling platform that is intended for personal use.

Tips from Fellows

This section contains some useful tips from Fellows that conducted their Fellowship online during the pandemic.

Planning:

- Pursuing a Hybrid or Online Fellowship opens up contacts and organisations from around the world as you are not geographically restricted, so please do explore work in other countries that may be beneficial to your project before submitting your online proposal.
- Ensure that you plan carefully around the time difference you might have with your overseas contacts. This may mean shifting your work and sleep schedule around your new time zone.
- Limit the number of meetings you have per day; this will allow you flexibility if they overrun and the time to write notes and prepare for the next one.

During the Online Fellowship/phase:

- As you are not visiting the locations in person, it's even more vital to research the people and the organisations you are speaking to before your meeting.
- You may want to think about particular questions you want to ask all the people you meet with and conduct the meetings as semi structured interviews, although this will depend on the nature of your project.
- If the person you are meeting agrees, you may wish to screen record the interview to allow you to play it back and make notes, however, do note that people might be less inclined to talk about some of the difficulties they face if they are being recorded.

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 complete your overseas learning 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 (e.g. 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 sharing 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 actively learning so it is worth thinking in advance about what you want. Stories of individuals ('beneficiaries') affected by the projects you are visiting or speaking with 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 carrying out your Fellowship online, you may wish

to ask your overseas contacts to provide you with relevant images that they are happy for you to publish.

- 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 Engagement and Knowledge team will be happy to help you with advice on this.

Posting live

You may want to create interest in your learning by posting updates live from your journey or during your online research. This is a useful and effective 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 begin to communicate your findings in the UK. 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.

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 500-600 words, which explains what you're researching, what you've found, and why it is important. Please contact our communications team (communications@churchillfellowship.org) about sending us a blog post.

Staying in touch

We always like to hear from Fellows who are immersed in their learning. Where time allows, emails or postcards, if applicable, 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 FCDO 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 at office@churchillfellowship.org. In the case of an emergency, please contact 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 FCDO 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.

Thank-you emails

If there is anyone who you would like particularly to thank for their support during your Fellowship, please email Ellie Smith with 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

- It is worth thinking, at the earliest planning stage, about the change you want to make in the UK as a result of your Fellowship. Of course as you learn more, you may find that the aims of your Fellowship and your dissemination plans evolve but it is still useful to think about the change you want to make in advance. 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 undertaking your overseas learning. This thinking will inform your itinerary and help you make the most of your Fellowship.

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 Claire Hunte, Research and Engagement Manager, on Claire.hunte@churchillfellowship.org and our communications team on communications@churchillfellowship.org for more tailored advice.

- Before you begin your overseas learning, 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 research phase.
- You might also want to consider setting up a blog and some social media channels before you begin your overseas learning, so that you generate interest in your project and post updates from the road, if you are travelling.
- For some top tips and advice on sharing your findings and ideas, please see our [practical guide to dissemination](#) on our website.

Distilling your learning and next steps

Upon completing your overseas learning, you will need to distil your learning and translate it into the UK context, ready to share with key audiences. The resulting document or product (see below and on our website for more information on format) is not so much a record of your travels or online research as a key tool to spread awareness and build consensus around the changes you want to happen. Its primary function is to explain your research findings and recommendations and persuade readers that your ideas can benefit the UK. It is worth thinking about how you will achieve this and what format would work best for your target audiences in advance of your research, as it may help inform what information you collect and how.

We have used the term 'report' in this section, but this is shorthand and does not need to be interpreted as a formal written report. You can submit findings and recommendations in whichever format you deem most suitable, including a written document, slide deck, video, film or website. It's worth checking out our [Ideas Library](#) on our website to get ideas about presenting your recommendations. The process of distilling your learning is an opportunity

for you to reflect on what you have learned, and it can be a tool to help you achieve impact in the UK. It also helps us understand your plans to achieve impact in the UK and if and how we can support you in achieving them. As this 'report' is an output that will help you make the change you want to see, we want to emphasise that you should create something appropriate for what you want to do next. Written reports will suit some Fellows with specific strategies, but there are other paths for some.

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. For other formats, while we cannot be prescriptive about all the possibilities, here are some suggestions of things to consider for alternative formats you might choose to use:

- **Building a website:** do you need support from a designer/developer to do this, or do you have the skills to do this yourself? What are the advantages of a website over a written report (e.g. interactivity, multimedia functionality, etc.), and can you take full advantage of them? What do you want visitors to do? It may be contacting you, sharing your site or signing up for a mailing list. Regardless of what it is, try to make your site focused on getting people to take this action.
- **Producing video(s):** Audience and platform will dictate your video format. Everything from aspect ratio to video length can be optimised to tell your story better: think about the difference in style and presentation between a feature documentary and a series of videos for Instagram. If you do not have the requisite skills, experience or equipment to do this well, consider partnering with someone who can support this production.
- **Developing a presentation:** Depending on your audience, a well-crafted slide deck might be the optimal way to communicate your findings. It may feel like a smaller output, but it can easily take as much effort to perfect. It would be best to consider how you will get your presentation to your key audiences and other factors beyond your dissemination plan, such as graphic design and your presenting skills.

Before you start your overseas learning, here are some further considerations:

- Who is the **target audience** for my learning? This will help direct the information you collect from overseas, but it can alter.
- What **format** will be most appropriate? Think about this before you begin your overseas learning to secure any additional equipment or resources you might need, e.g. cameras, microphones, questionnaires. Consider the format that will best persuasively communicate to your audience. For example, if you want to speak to children and young people, a formal and lengthy written report is unlikely to grab their attention. Equally, if you want to influence senior politicians, then a series of videos produced for TikTok will likely have less impact.
- How will I **record my findings** whilst I'm doing my overseas learning? Fellows have used dictaphones, blogs, vlogs and even the classic notepad. It's worth considering what will work for you as there will be so much information and learning.

We expect Fellows to submit the first draft of their written Report (please note for ease of feedback, please submit a copy separately from the laid-out document as either a Word or plain text document; for complete instructions on how to submit, please view [Report Guidance](#)) within 3 months of finishing their overseas learning. You will receive an email with our Guidelines 14 days after your research phase is complete and a reminder 30 days before your deadline. We understand that the immediate period following your research can be one

of the busiest, so if you require more time, please contact Claire Hunte. Likewise, don't hesitate to get in touch with Claire if you want to talk through the most appropriate format for your subject.

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, allowing us to publish it on our website and elsewhere. You must include our standard copyright and disclaimer text in your Report, which you can find in our [Fellows' Report guidance](#).

We will support you to achieve your hoped-for change in the UK. Therefore, please include your next steps in the UK in your Report, whatever the format. We will look at this to understand how we can promote your learning amongst our contacts and networks, where relevant, and promote your work across our different communication platforms. We can also use it to assess any further support you may need from us to maximise the impact of your Fellowship.

Once we have accepted your Report, you are entitled to use the initials 'CF' after your name for life.

If you have any questions or would like advice about your Report, please email or call us. We're here to help.

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 our our communications team on communications@churchillfellowship.org.
- **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 our communications team on communications@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 can use our logo on your report. For any other material relating to your Fellowship, such as slideshows, you should use the special logo for Churchill Fellows. Further guidance is on our [website](#). 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').

A Fellowship is for life

Your overseas learning 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 you and your work to relevant audiences in the sector, 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 research 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.

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, share news of the application opportunity on social media, 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-RESEARCH 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 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.
- Travelling to meet with potential partners.
- Hosting an event.
- Professionally designing your report

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-research funding guidance can be found on the Fellows' Resources section of the website. If you have any questions, please contact Ellie Smith.

THE AWARD CEREMONY

The Award Ceremony is our biennial gathering of recent Fellows to share their learning and inspire Fellows as they implement their learnings.

As a Fellow of 2023, you will be invited to the Ceremony in 2024. 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 overseas learning is Nikesh Patel. As you are coming to the completion of your overseas learning Nikesh will introduce you to other members of the team who can support you with sharing what you have learned and implementing your findings.

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

Chief Executive's office

Julia Weston – Chief Executive

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

Shahala Begum - Executive Assistant
shahala.begum@churchillfellowship.org

Programmes team

Sian Herschel and Sara Buchanan – Co-Directors Programmes
sian.herschel@churchillfellowship.org and sara.buchanan@churchillfellowship.org

Sian and Sara oversee all aspects of Fellows' selection and overseas learning and will approve any major changes to your plans. They can help you with any queries if Nikesh Patel or Ellie Smith are unavailable.

Nikesh Patel – Fellowship Manager
nikesh.patel@churchillfellowship.org

Nikesh is your main point of contact until your overseas learning has finished. In his absence, Ellie Smith will be able to help you.

Ellie Smith – Fellowship Officer
Ellie.smith@churchillfellowship.org

Ellie works with Nikesh on supporting you during your overseas learning. Ellie also manages our Post-Research and Activate funding.

Engagement and Knowledge team

John Dunford – Engagement and Knowledge Director
John.dunford@churchillfellowship.org

John oversees the engagement team supporting Fellows to amplify their work.

Communications Team

communications@churchillfellowship.org

Our communications team is made up of Victoria Moth (our Head Of Comms) and Cynthia Otote (our Digital Officer). If you reach out to our communications inbox, we'll make sure the right person to handle your request gets back to you.

Naomi French – Research and Engagement Manager
Naomi.french@churchillfellowship.org

Claire Hunte – Research and Engagement Manager (maternity cover)
claire.hunte@churchillfellowship.org

Claire and Naomi research and develop new Fellowship programmes. They recruit and work closely with subject matter experts to advise the Fellowship, support our selection process and support Fellows to share their ideas. They can advise on engagement with key sector audiences and influencers.

Finance and Operations team

Sarah Salethorne – Finance and Operations Director
sarah.salethorne@churchillfellowship.org

Bryan Hamilton - Finance Assistant

Bryan.hamilton@churchillfellowship.org

Bryan manages all payments for the Fellowship, including to applicants and Fellows.

Ana Cole – Operations Coordinator

office@churchillfellowship.org

You will have met Ana at interview. She assists with all our operations, overseeing facilities and providing administrative support across the staff team to ensure the smooth and efficient running of the Fellowship.

Jenni Lucas-Williams - Data Manager

jenni.lucas-williams@churchillfellowship.org

Jenni looks after the data and IT systems for the organisation, including managing the Fellowship application process.

Sandy Smircic – Deputy Data Manager

Sandy.smircic@churchillfellowship.org

Sandy works with Jenni looking after and improving the data systems for the organisation, and produces data for monitoring and evaluation purposes.

Development Team

Christopher Mann – Development Director

Chris.mann@churchillfellowship.org

Chris manages our fundraising and development activity for the Churchill Fellowship. If you would like to support our work, or know someone who might be interested in partnering with us, please contact Chris.

Selina Mills – Ambassador Lead

Selina.mills@churchillfellowship.org

Selina leads our Ambassador programme where she is responsible for finding the perfect Ambassadors to represent the Fellowship globally and support our fundraising.

Tracey McGowan – Development Administrator

Tracey.mcgowan@churchillfellowship.org

Tracey supports the Development and Fundraising function of the Churchill 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 organisational values are:

Inclusivity

We welcome everyone who is working to benefit society into our community. We know there is strength in diversity and are committed to equity across all of our activities. We celebrate individuality and are proud to support people on their own terms.

Investment in people

We aim to empower everyone in our community. Our investment supports people to believe in their ability and achieve their potential. We believe the possibilities for development are unlimited and we invest in people who are dedicated to building a better society.

Appreciation

We recognise the importance of people and their potential. We place trust in the members of our community and their ability to utilise their expertise and knowledge. We value the opinions of others and create a positive environment for people to share.

Collaboration

We thrive on collaboration and supportive relationships. We continue to build our community and promote long-term partnerships and connections. We appreciate the importance of our networks and how these can contribute to change.

Creativity

Our approach is to listen, learn and improve. We adapt to change and build on what we discover. We have a responsibility to learn from the world in order to improve society.

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.

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.
- **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 research, submitted your Fellow's Report to our agreed standard, and had it accepted as such by us.
- 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.....

