This document will help you complete the online application form for Round Two of the One King's Impact Fund (OKIF). We recommend using this Word version of the application form to ensure you have all the relevant information ready to complete the form and collaboratively draft answers as a team.

Throughout this document, we have signposted resources, training and ideas which might support your application. Please note they are not compulsory, but they will likely help you strengthen your application.

If you have any questions about the application process and/or criteria, please first check our FAQs page. If you need further support, please contact impact@kcl.ac.uk.

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A. History & Context

One King's Impact defines impact as the positive change and value our research, education and commitment to service has for people, planet and society.

King's Impact Priorities

To strengthen our combined impact, and taking an integrated approach, we committed to unite our assets and expertise to actively address urgent and deep-rooted global issues. A University-wide consultation determined five King's Impact Priorities to focus our expertise and streamline our collective ongoing support.

King's Impact Priorities represent urgent global issues where we have the expertise, skills and knowledge to deliver meaningful and lasting change. These priorities are:

- **A thriving and sustainable planet**
- **Whole-life health for mind and body**
- **Advancing equality and social mobility**
- **Peace and justice in a turbulent world**
- **Technology for good**

To empower our community to effect positive change, the One King's Impact approach fosters connections and collaborations, and cultivates an environment where students, staff and partners receive integrated support to achieve tangible impact. This includes financial support offered to our communities across the King's Impact Priorities.

One King's Impact Fund, with an overall allocation of £1,000,000 over two years, invests in scaling existing projects and supporting new initiatives that align with King's Impact Priorities across research, education and service. Awarded Round One projects received approximately half of the total allocated funding to run projects from August 2024 – July 2025. You can read more about them on our impact webpages.

Education, Research & Service

Traditional research impact focuses primarily on academic outcomes. One King's Impact aims to create meaningful change across multiple domains by integrating research, education, and service initiatives aligned with King's Impact Priorities. Projects should outline how their project involves education, research and service and why this approach is beneficial, innovative or forward thinking. This is a unique aspect of the One King's Impact approach and so is a priority of the fund. Proposals must meet this criterion to be considered.

B. Application Information

The deadline for project applications is **10am on Monday 3 March 2025**.

Whilst you cannot save your draft application in MS Forms, you can re-edit your application upon submission up until the deadline at 10am on Monday 3 March 2025.

Important information about MS Forms:

- You cannot save a draft or incomplete version of your online MS Form as you go, but you can revisit your submitted form and edit your answers up until 10am Monday 3 March 2025. (Note: this will require clicking 'Save' at the end of your application, which you can then go back into before the deadline).
- Applications will not be downloaded for assessment until after this deadline has passed.
- Only King's staff can complete this form, so external partners working with King's staff and students will need to agree which member of King's staff will fill in this form.
- MS forms does not allow word count limits, so character limits have been used as a proxy. Nothing will be read over the max word count outlined against each question.

Access

The application form is available in an alternative Word Document or large print format, should you require. If you need any other support completing your application, please contact impact@kcl.ac.uk.

C. Objectives of the Fund

OKIF aims to:

1. Seed new initiatives aimed at creating positive change and value for people, planet and society. Existing transformative projects in early/developmental stages may also be considered where support would significantly accelerate and/or scale projected impact. Projects requesting follow-on funding for well-established projects or programmes will not be eligible.

2. Break disciplinary silos and integrate various types of activities. To be eligible, projects will need to demonstrate they have considered areas of and pathways to impact, integrating research, education and service – i.e. innovation, commercialisation, outreach, project-led learning, innovative pedagogies, public engagement, community service, social entrepreneurship, dissemination and exchange of knowledge, cultural exhibition, policy advocacy and change, operational transformations, and other positive avenues to change as appropriate to the project.

3. Organise communities around an issue to be tackled, where academic and professional service staff, students, external communities and partners - which may

include alumni - work together to jointly identify a challenge as well as co-design and co-deliver the project. To support applicants to consider this approach for their proposals, introductory community organising training will be offered throughout the application period, ranging from bitesize intro sessions to short workshops on key community organising methods. The Impact Changemakers network will also host House Meetings every other month and facilitate online collaborative spaces that structure networking to promote relationship-building based on shared values.

4. Pump-prime initiatives with high impact potential for sustainable and scalable impact – i.e. proposals with potential for further development and financial support. Funding examples include research grants, philanthropic funding, matched funding from partners, adoption by external organisations, and other sources of continuity beyond King's. Successful projects will ensure the work of this community has a viable forward trajectory (funding and delivery structure) beyond the funded period via the most appropriate means.

5. Deliver impact locally, nationally and globally. King's position at the heart of London offers a unique opportunity to develop local (to King's) solutions with potential for scaling up nationally and globally. OKIF will provide developmental support for projects focused on solutions with local partners and communities across London. OKIF will work with project teams to engage partners from King's existing networks across London (at application stage or when projects are live).

D. Available Funding

In the first funding round, OKIF provided an overall initial investment of approximately £440,000, supporting 9 projects. Additional funding was ring-fenced to support projects with further activity as a condition of funding.

This funding round will see the remaining funds (c.£450,000) allocated to approximately ten projects. Once again, the Fund will focus on supporting larger project proposals – i.e. between £25,000 and £50,000. Proposals with high impact potential and detailed plans for sustainable reach beyond the funding period may request funding up to £100,000.

Funding will be allocated in one lump sum as early as possible across June-July 2025 with the intention that Round Two projects commence July – August 2025.

E. Eligibility

We know that impact can be defined in different ways. One King's Impact defines impact as the positive change and value our **research, education and commitment to service** has for people, planet and society. We know there are lots of potential pathways to impact, but we are

interested in how uniting education, research and service creates and unlocks innovative and new pathways.

OKIF will support multidisciplinary projects that work to integrate across the three pillars of education, research, and service (although they may not be weighted equally). There are many ways to think about this. We have outlined how King's defines each of these below, as a starting point, but this fund is interested in what new and different ideas can facilitate impact when these areas are considered together as a methodology, with impact as the moment of change you are aiming for.

Examples...	
Research	Research is core to King's: what we do, what we care about and how we educate. Enquiry-driven research will deliver transformative insights that have the power to advance and accelerate the impact of your project. Every project should have a core question or challenge the project is trying to address.
Education	Vision 2029 sets out that a King's education 'enables students to develop their intellectual curiosity and passion for learning and contribute to real-world social, environmental and economic impacts'. Think meaningfully about the student role in the project, co-design the work with students where possible, and champion and integrate their perspective and experience into the project. Your project might also contribute to a wider education agenda. For example, the process or outcomes of the project might provide people beyond King's with learning opportunities, new skills or information.
Service	We define service at King's as an identifiable experience that is shared between King's (its students, staff or alumni) and the community or environment (local, national or global) in which we operate. This could look like many different things in practice, but it might be helpful to think about service, as your pathway to impact. In your project, the service aspect is the social value your project will have as you work towards and achieve impact (the transformational change you are driving).

[Explore the projects supported by Round One of the Fund.](#)

Project teams must at least include and demonstrate genuine contribution from King's academic and professional services staff as well as students. However, applications are welcome from all, including alumni or external partners working with King's staff and students.

Proposals submitted by students, alumni and external partners as Project Leads will need to have at least one King's academic or professional services staff as Co-Lead, and they will need to complete the online application form. Staff members on fixed-term contracts can still apply to King's Impact Fund on the condition that the contract end date is confirmed to be after the end of the project completion and/or the Co-Lead is a permanent staff member and has confirmed ability to continue the delivery of the project. Project proposals that have already received funding from King's Impact Fund will not be eligible for further support from this Fund.

Equitable Partnerships

Projects should follow the principles of equitable partnerships to address inherent power imbalances when working with partners in resource-poor settings. This includes considering

when volunteering is appropriate, versus when collaborators should be compensated for their time. There are lots of resources available online about building equitable partnerships, e.g.:

- Research in a global setting – UKRI
- Equitable Partnerships Resources Hub - UKCDR
- Research Report and Learning Resources: Promoting fair and equitable research partnerships to respond to global challenges

Collaborative Partnerships

Projects should plan to work with partners collaboratively, as co-creators, co-designers and co-deliverers. This includes from co-producing the project's problem statement at the beginning and throughout the project. We do not expect King's staff or students to outsource the project creation, design or delivery of projects to external organisations.

Funding

Funding will focus on supporting new projects and collaborations. Funding may also be available to existing initiatives, only to support scale up and delivery of significant development. However, funding will not be allocated to maintain existing activities or extend the lifetime of an initiative.

Please note that King's is an accredited London Living Wage employer and uses King's Talent Bank (KTB) to pay non-permanent staff.

Funding cannot be used to fund business as usual activities nor permanent roles. Temporary hires – including through King's Talent Bank – who are working on the delivery of contained projects are acceptable, and the fund can also be used to extend FTEs of temporary/part-time staff members to allow them to dedicate time to the funded projects. The fund will support DI (Directly Incurred) costs only.

Paying students for their work is fine and would fall into the category of temporary staff (likely through King's Talent Bank). If temporary staff are clearly dedicated to the project development and not to sustain capacity in the team, this is an eligible cost for the fund.

The minimum KTB pay rate is higher than LLW. The actual employer cost includes on-costs in addition to the amount non-permanent staff receive as a wage (on costs are additional costs to the employer such as national insurance, plus the administrative cost of using KTB), so please do take these into account when budgeting & allocating wage costs. Please see details below on how to input temporary staff costs into the WorkTribe Standalone budget template.

Cross-university partnerships

Cross-university partnerships are eligible for OKIF. Funding for a university partner may be requested for consideration but may not be approved. If this would be a directly allocated cost (i.e. permanent academic time) it would be ineligible, as directly allocated costs at King's are ineligible.

F. Support with your application

In-person and online information sessions will be organised across November 2024 – February 2025, to help support your application and answer any questions you may have.

In developing proposals, project leads/teams are encouraged to make contact with the Impact Lead for their Faculty, as experts in developing and evaluating pathways to impact.

Join the King's Impact Changemakers

The King's Impact Changemakers network is a powerful coalition of students, staff and partners dedicated to positive change for people, planet and society. Through people-powered action and community organising, the Impact Changemakers works across difference to learn skills that will change the world. Join this network to access events, training and opportunities that can support your proposal.

Connecting across King's

Each of the Impact Priority webpages signpost areas of King's already delivering in these spaces. They may provide inspiration and ideas for project collaboration.

For example, King's has three sector-leading Knowledge Exchange Institutes, who deliver impact-focused work:

- King's Culture
- King's Entrepreneurship Institute
- The Policy Institute

There are many ways the institutes could help you develop your OKIF proposal. For example, all three run free events and both the King's Entrepreneurial Institute and King's Culture provide bookable 1-2-1's for the King's community to access support with their ideas. Please see their webpages for more information.

Commercial Proposals

If your proposal involves or could involve a commercial aspect - whether it's creating a spin-out, licensing a technology or invention, copyright, database rights or confidential know-how - you may wish to contact Innovation at King's who can support with King's IP development opportunities and post-formation support. If you're proposal involves setting up a new business, then you may wish to speak to the Entrepreneurial Institute. Please note we will ask you about this element as part of your application but it's okay if it's still exploratory or unknown at this stage, or if your application doesn't involve these aspects.

Round One Funded Projects

The nine projects supported in Round One of the fund are examples of impact-focused work. Whilst each project is very different, they might help inspire your project team to think about ways of collaborating to deliver innovative impact.

Equality and Risk

King's staff may wish to undertake Equality Impact Assessment Training, delivered by the EDI team at King's.

Robust Research

If your core team does not already include a researcher, there are people and resources at King's that you can reach out to for support. These webpages contain useful signposts you may wish to explore Research at King's or our Public Engagement pages.

G. Application & Assessment Process

Proposals should be submitted by one team Lead or Co-Lead from King's, via the online MS Form. Please ensure your eligibility and your project's adherence to the scheme's criteria.

Timeline and milestones

- **3 March 2025**: First round of application closes

- **March - April 2025**: Shortlisting and panel meetings - chaired by Professor 'Funmi Olonisakin (Vice-President International, Engagement & Service). Note - The expert panel may decide to interview applicants as part of the review process.

- **April 2025**: Successful applicants notified & onboarded

- **May 2025**: Awards publicly announced

- **June-July 2025**: Funding disbursed

- **July – August 2025**: Projects commence

Applicants must ensure they discuss their application with their home department/directorate and have the approval of their Head of Department/Director prior to submission.

King's has several existing impact-focused funds across the university, including research-focused funding like the UKRI Impact Acceleration Accounts (IAAs) and King's Together Fund, which provide relatively large-scale financial support to research-led initiatives each year. Additionally, there is funding for other types of impactful projects with smaller budgets, like Public Engagement Small Grants, Sustainability Project Fund or King's Global Engagement Partnership Fund. When applying, please look at all of the impact funding available at King's in order to assess the best scheme for your project and/or inquire about the possibility of match-funding for notably aspirational and risky applications.

Budgets

To standardise OKIF budgets and support teams understanding Directly Incurred (DI) and Directly Allocated (DA) costs, and to ensure only DI costs are budgeted, we are using Worktribe to prepare a Standalone budget costing.

Please see the below instructions on how to prepare a Standalone budget on Worktribe.

Academic and Research staff have automatic access to Worktribe, Professional Service or new staff will need to contact RMID-Help@kcl.ac.uk to get an account set up.

Access Worktribe:

- Log in at https://kcl-research.worktribe.com.

- Navigate to **Projects > Standalone Budgets > Add Standalone Budget**.

Complete Project Details:

- **Title**: Enter "OKIF R02" followed by your project name.

- **Org Unit**: Check the correct academic department has been selected. Adjust if necessary, especially if you're creating a budget on someone else's behalf.

- **Funder**: Select "Internal Funding Scheme (Standalone Budget only)."

- **Scheme**: Select "Internal Funding Schemes Default Scheme."

- **Editors**: Add "Abi Robertson," "Emma Hardy," and "Laura Hollywood" from the One King's Impact Team. You may add as many additional staff as Editors as required, only those with Editor access will be able to view your budget. This may include your Research Impact Lead.

- After creation, you can edit details in the **Details tab**.

Complete Budget:

- In the **Budget tab**, use the green "+" button to add budget lines under relevant headings.

- For King's Talent Bank costs, use the "Temp staff" budget line.

- Multiply the KTB hourly rate by 1.2 before entering. Refer to the **Temp Staff Quick Card** for examples.

- For consumables and travel, enter amounts **inclusive of VAT**.

Export Budget:

- In the **Budget tab**, click the grey button with three lines, select **Export budget**, and choose **Budget breakdown**.

- Download the file as an Excel spreadsheet.

- Upload this as an excel spreadsheet into your application, in the 'Budget breakdown' section.

Further information is available in the **OKIF FAQs** or for Worktribe costing or access issues, contact **RMID-Help@kcl.ac.uk**

Project Delivery

Projects are expected to:

- deliver activities within 12 months by August 2026
- complete evaluation the following 6 months up to February 2027
- submit impact reports to the One King's Impact Team at 18 months
- and transition to either scale up or business as usual at 18+ months.

A statement of financial expenditure shall be submitted upon completion of the project and any unspent funds will be returned.

To maximise the impact of funded projects, applicants will be expected to present projects at King's Impact Changemakers network events and showcase their ongoing work at King's Impact Leaders Board meetings. Additional opportunities may include mentoring from Impact Leaders, external, alumni or fundraising events, and specialised impact training sessions.

H. Assessment Criteria

Proposals will be scored against the following criteria to establish eligibility and the degree to which projects meet the schemes objectives. Each question is weighted equally.

Applications should outline how the criteria are most appropriately built into the aims and timeline of projects, with clear impact evaluation planning embedded from the beginning.

It may be helpful to look at the RAFTS framework (Appendix A) before submitting your application to check for clarity of impact goals and measures.

Initial Questions	Multi-disciplinarity	It is not mandatory that proposals are submitted by more than one Faculty/Directorate/Department, but we encourage collaborative bids.
	Alignment with King's Impact Priorities	Projects should support at least one of King's Impact Priorities. We encourage teams to consider intersections between the priorities and aim to deliver impact across one or more. Where more than one priority is addressed, projects will rank them in order of relevance: • A thriving and sustainable planet • Whole-life health for mind and body • Advancing equality and social mobility • Peace and justice in a turbulent world • Technology for good

	Co-created problem statement	Projects should co-create their problem statement **WITH** external communities and partners involved/benefiting from the proposed interventions, demonstrating that needs have been collectively identified. External communities include, expected beneficiaries, community groups, governmental organisations, NGOs, industries & businesses, etc.
	Integration of education, research and service	Traditional research impact focuses primarily on academic outcomes. OKI aims to create meaningful change across multiple domains by integrating research, education, and service initiatives aligned with King's Impact Priorities. Projects should outline how their project involves education, research and service and why this approach is beneficial, innovative or forward thinking.
	Short and long-term impact	Projects should have a clear idea of what success looks like during and beyond the funding period. Projects should clearly outline the short and long-term impact of their project, including over the next year, as well as aims over and beyond the next year, as the project continues, is replicated or grown.
Further Questions	Collaboration at King's and beyond	Teams should demonstrate how their project will develop solutions to complex problems through collaborative working, outlining how their team will all contribute meaningfully to their project. Within King's: • multi-disciplinary proposals involving more than one Faculty/Directorate/Department working together, • teams of academic and professional service staff and students, • teams including staff and students at all career stages, • involving King's Alumni in project teams. Beyond King's projects must collaborate with partners and stakeholders at a local, national or international level to leverage reach and impact. **Only proposals from teams that include academic and professional staff, and students, and work closely with our external communities and partners, which may include alumni, will be supported.** Ahead of applying, ensure you have engaged with staff who will be key to the project's success, such as PS staff – including comms and impact professionals (this includes impact leads / managers).
	Impact-driven approach to evaluation	Projects should outline their key activities against anticipated outcomes, ensuring the scale of impact is clear, considering what local / national / global impact it may have. They may upload a logical framework, Theory of Change, or Impact Business Model. Projects should clearly articulate where funding will be used to support external evaluation consultants as part of the work.
	Feasibility – budget and timeline	Projects should have a clear timeline for delivery, communication, evaluation and impact reporting, demonstrating that OKIF funded activities will be delivered between June 2025 – Aug 2026. Evaluation and impact reporting can be completed up to Feb 2027. Projects should also submit a detail budget breakdown, ideally using the Worktribe Standalone Budget system.
	Risk and equitable practice	Projects should show how they have taken care to shape their project with input from the communities most impacted by their proposed activity. They should outline any adverse impact on other protected groups or adverse environmental damage and how they will address and mitigate.

	Potential for further development	Projects should outline the next steps in the impact journey of their project, thinking creatively about resources needed for long-term delivery, including: • potential for further funding (e.g. research grants, philanthropic funding, matched funding from partners) • opportunities to continue work with the same or new communities • opportunities to grow impact through further collaborations, partnerships or scaling

I. Governance & Financial Sustainability

Funding shall be used solely for the implementation of the project and cannot be used to fund business as usual activities nor any form of internal overheads.

Temporary hires – including through King's Talent Bank – who are working on the delivery of contained projects are acceptable. Funding can also be used to extend FTEs of temporary/part-time staff members to allow them to dedicate time to the funded projects.

OKIF will be managed by the One King's Impact Team, who will provide logistical support running the fund (including information sessions and allocation of funding), facilitate the assessment process with the panel, and collate impact reports from project teams.

Appendix A: RAFTS Framework

1. **Responsibility –** Who has responsibility for each impact-related activity? This should be spread out as much as possible. Make use of institutional resources!

2. **Activity –** What are the specific activities that will be undertaken to achieve the impact of the project? Make these as concrete and specific as possible.

3. **Feasibility –** What experiences do or your team have to ensure success? Who have you spoken to? What is the current state of those relationships? How reasonable are your goals? How *flexible* is the impact plan?

4. **Timeline –** Is impact already in the project's timeline? If not, this is the place to ensure that your audience understands exactly when each activity will occur.

Success – How will you know that you've had impact? You need to set your measures for success and clearly articulate at what points in your timeline you will revisit these measures. This ensures *flexibility*; if something isn't working, you can reframe and reshape.