Welcome and consent

Introductory Statement

This study is conducted by Prof Leonhard Lades and collaborators from the University of Stirling and University College Dublin.

What is this research about?

We aim to understand how you deal with administrative tasks.

Why have you been invited to take part?

You have been contacted because you are an adult aged over 18 years living in the UK.

How will your data be used?

Your answers are anonymous; only aggregate results will be published.

What will happen if you decide to take part in this research study?

You will fill out a ~15 minute survey.

How will your privacy be protected?

No personal data is collected and all information is fully anonymous.

What are the benefits of taking part in this research

study?

Your responses will help researchers better understand how people deal with administrative tasks.

What are the risks of taking part in this research study?

There are no foreseeable risks to taking part in this study.

Can you change your mind at any stage and withdraw from the study?

Yes, if you wish to withdraw at any point, simply close the survey window.

How will you find out what happens with this project?

Future updates to the project will be available by contacting the researcher.

Contact details for further information

l.k.lades@stir.ac.uk

I have read and understood the above and want to participate in this study.

◯ I agree

◯ I do not agree

Intro to the tasks

Important information

In this study, we will show you three descriptions of grants people apply for. We will ask you to read these descriptions and then answer five questions about each of the three grants.

For each correct answer, you will get a lottery ticket for a £25 bonus. Four participants from this study will get the bonus.

When answering the questions, you can look at the descriptions on the same page. You can also skip the questions or answer randomly if you wish. However, the more correct answers you give, the higher the chances are that you will get the bonus.

The descriptions of the grants replicate the type of information typically provided by real-world grant programs. As in the real world, some descriptions are more complex than others.

Please click below to read the description of the first grant.

1L

This is a grant scheme that provides funding to communities within 10 kilometres of renewable energy projects. It is funded by developers based on the amount of electricity generated and supports local initiatives, near-neighbour payments, and sustainable development projects aligned with UN goals. It is managed by a local committee to ensure transparency and community involvement.

Understanding Community Benefit Funds (CBFs)

2

Key Information

Oversight: A Fund Committee, including community volunteers, the developer, and an administrator, decides on funding

Provide a Detailed Plan: Include clear objectives, a step-by-step implementation timeline, and a comprehensive budget

Reminder: Recall that for each correct answer below, you will get a lottery ticket for a £25 bonus (four participants from this study will get the bonus). The more correct answers you give, the higher the chances are that you will get the bonus. However, you can still skip questions or answer randomly to move faster through the survey.

Which of the following best describes what should be included in a fund application?

○ A list of past projects completed by the applicant

○ A letter of support from local government officials

○ A detailed plan with objectives, timelines, and a cost breakdown

○ A general description of the project and its benefits

Which Sustainable Development Goals (SDGs) <u>NOT</u> are explicitly prioritized by the CBF?

○ Goal 5 – Gender Equality

○ Goal 4 – Quality Education

○ Goal 11 – Sustainable Cities and Communities

○ Goal 7 – Affordable and Clean Energy

What type of project is most likely to receive funding?

○ A project primarily that modernizes community facilities, such as upgrading local sports grounds

○ A project primarily providing significant personal financial benefits to the applicant

○ A project that primarily supports the local community and aligns with the Sustainable Development Goals (SDGs)

○ A project primarily focused on international collaboration for climate action

Which of the following factors is explicitly mentioned as important when applying for funding from the Community Benefit Fund?

○ Showing that the project can be completed with minimal oversight from the Fund Committee

○ Explaining how the project will provide long-term benefits beyond initial funding

○ Demonstrating how the project aligns with national government policies

○ Ensuring the project generates revenue for future self-sufficiency

How easy or difficult was it to locate key information (e.g., eligibility) within the materials provided?

Extremely difficult	Difficult 2	Neither easy nor difficult	Easy 4	Extremely Easy 5
1 ○	○	3 ○	○	○

How easy or difficult was it to understand the language used?

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○ A general description of the project and its benefits
○ A list of past projects completed by the applicant

Which Sustainable Development Goals (SDGs) NOT are explicitly prioritized by the CBF?

○ Goal 7 – Affordable and Clean Energy
○ Goal 5 – Gender Equality
○ Goal 11 – Sustainable Cities and Communities
○ Goal 4 – Quality Education

What type of project is most likely to receive funding?

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2L

This is a grant programme that supports local organisations delivering community-focused projects. It provides funding for initiatives that address social, economic, and environmental challenges, including community development, education, social inclusion, and sustainability. Eligible applicants must be formally constituted and able to demonstrate good governance and financial responsibility. Applications are reviewed

through a structured process, with funding decisions based on community impact, feasibility, and value for money.

Understanding the Community Foundation Grant Application Process

About the Community Foundation

Management Committee Requirement:
To be eligible for funding, an organisation's Management Committee must have at least three members who are unrelated.

Project Timeline:
Applicants must provide both the expected start and end dates, with a minimum 13-

Local Branches of National Charities:
If an organisation is a local branch of a national charity it must have independent rules, a separate bank account, and generate its own income

Before Submission:

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What is a key requirement for an organisation's Management Committee when applying for a grant?

○ It must consist of at least five members, all from the same household

○ It must include at least one person with financial expertise

○ It must have a mix of part-time and full-time staff

○ It must have at least three members, who are unrelated

Which types of organisations are <u>NOT</u> eligible to apply for the grant?

○ Organisations that receive additional funding from other sources but clearly outline how the grant will be used.

○ Organisations that are based within the funding area but primarily serve communities outside of it.

○ Organisations that are registered charities but have not yet secured other sources of financial support.

○ Organisations that have previously received funding from the program and successfully completed their project.

When applying for a grant, what information must be provided regarding the project's timeline?

○ Only the start date, as the foundation assumes projects continue indefinitely

○ A detailed breakdown of project phases, including quarterly milestones

○ Only the end date, as projects are reviewed based on final impact reports

○ The expected start and end dates, with a minimum 13-week turnaround for review

What must an organisation do before submitting the application form?

○ Print and physically sign the document before scanning and uploading

○ Wait for an approval notification before officially submitting

○ Submit a draft version for preliminary review before the final submission

○ Save and review the form, ensuring all required fields marked with a red line are completed

How easy or difficult was it to locate key information (e.g., eligibility) within the materials provided?

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Understanding the Community Foundation Grant Application Process

About the Community Foundation

Who We Are:
A funding organization supporting community groups, charities, and non-profits.

Funding Use:

Grants cover project funding, staffing, equipment

Please note: capital expenses over £300 require 3 quotes.

What We Do:

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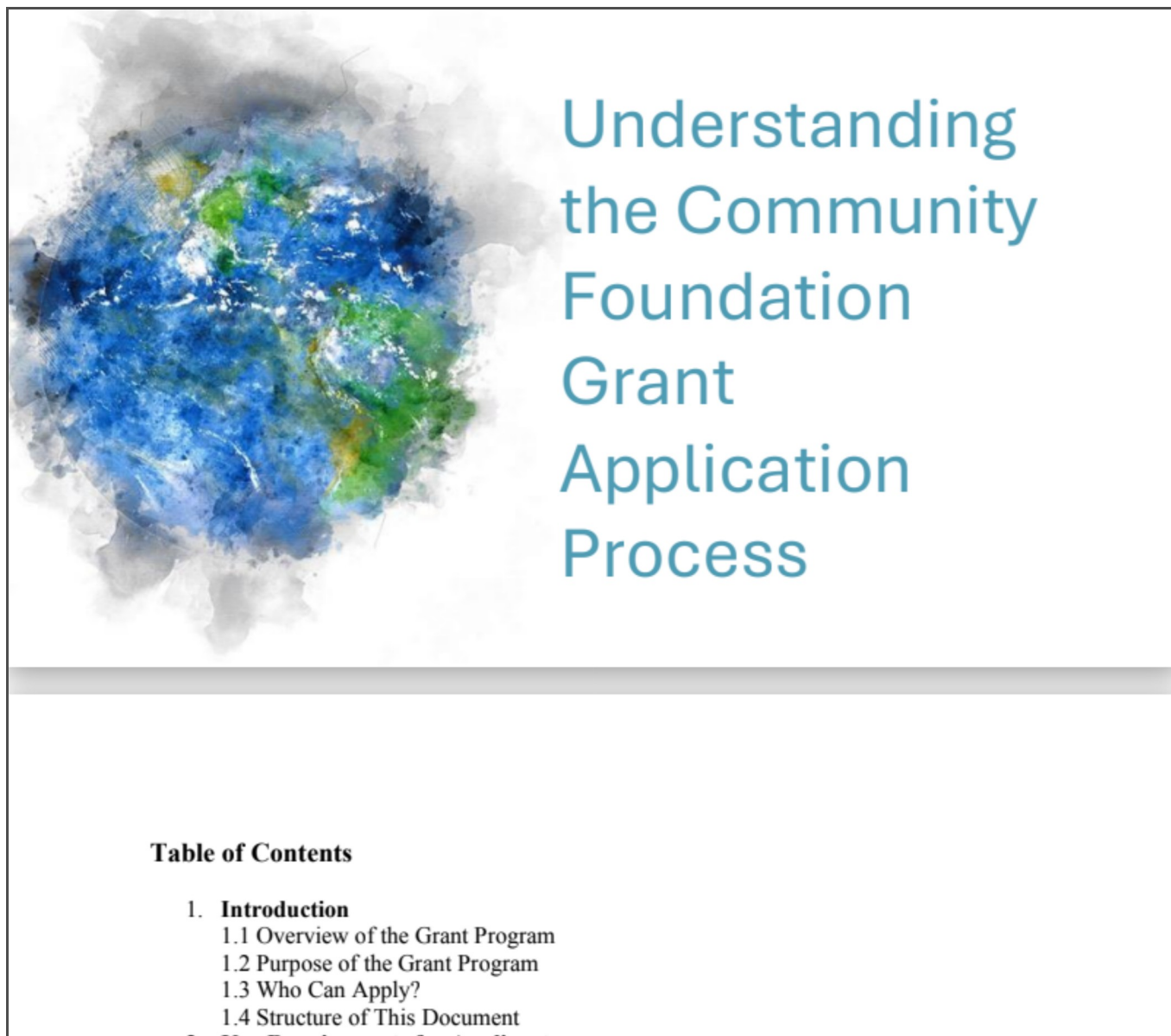# How easy or difficult was it to locate key information (e.g., eligibility) within the materials provided?

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3L

This is a grant programme that supports community-led environmental and sustainability initiatives. It funds projects that reduce pollution, promote climate resilience, improve environmental governance, and support green economic development. Grants are available in two tracks: large-scale sustainability projects and initiatives focused on policy engagement and community participation. Priority is given to projects with measurable impact, strong community involvement, and long-term environmental and social benefits.

Green Future Community Development Grants

Key Information

How to Apply:
- Submit through **GovGrants.eco**

Who Can Apply:
- Non-profits (NPOs)

Administrative Costs:
- Cannot exceed 15% of total budget

Project Funds Allocation:

Reminder: Recall that for each correct answer below, you will get a lottery ticket for a £25 bonus (four participants from this study will get the bonus). The more correct answers you give, the higher the chances are that you will get the bonus. However, you can still skip questions or answer randomly to move faster through the survey.

Through which website must applications for the Green Future Community Development Grants be submitted?

○ MinistryOfSustainability.eco

○ EcoFundGrants.org

○ GreenGrantsNetwork.com

○ GovGrants.eco

Which of the following is <u>NOT</u> eligible to apply for the Green Future Community Development Grants?

○ A local municipal government applying independently

○ A partnership between a non-profit and a Tribal council

○ A partnership between a non-profit organization and an accredited university

○ A coalition of two community-based non-profits

What is the maximum percentage of the total project budget that can be allocated to administrative costs?

○ 20%

○ 25%

○ 15%

○ 10%

Which of the following would most likely result in a stronger application for funding under this programme?

○ Securing co-funding or additional financial contributions

○ Emphasising the long-term vision of the project and its potential impact while keeping flexibility in the implementation details.

○ Focusing the application on only one project component to ensure feasibility

○ Applying under both Track A and Track B for the same project to maximize funding

How easy or difficult was it to locate key information (e.g., eligibility) within the materials provided?

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Green Future Community Development Grants

Overview of Funding Streams

Funding Tracks:

- **Track A:** Community-Led Sustainability Initiatives ($5-15 million per award)
- **Track B:** Governance & Policy Engagement ($500K-3 million

Who Can Apply:

- Non-profits (NPOs)
- Partnerships between NPOs and local municipal governments, Indigenous/Tribal councils, or accredited academic

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Assuming that you are an eligible applicant for this scheme

	Not at all Likely	Unlikely	Unsure	Likely	Extremely Likely
How likely would you be to apply for funding?	○	○	○	○	○

How easy or difficult was it to locate key information (e.g., eligibility) within the materials provided?

Extremely difficult	Difficult 2	Neither easy nor difficult	Easy 4	Extremely Easy 5
◯ 1	◯	◯ 3	◯	◯

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Green Future Community Development Grants (GFCG) – Notice of Funding Opportunity

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○	○	○	○	○

Admin & Computer Literacy

On this and the next few pages, we have some more general questions about yourself and your situation.

How often does this statement apply to you or your situation?

	Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree
I usually understand the rules, requirements, or contract details that apply to me as a citizen or as a customer.	○	○	○	○	○
I usually understand the content of administrative letters, documents, and emails I receive from the government or from private companies.	○	○	○	○	○
This is an attention check. Please select "Agree".	○	○	○	○	○
I keep myself informed on any changes in regulation or contract details.	○	○	○	○	○

How often does this statement apply to you or your situation?

	Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree
If I encounter technical issues while submitting an online application (e.g., file upload errors, system crashes), I know how to troubleshoot or seek appropriate help.	○	○	○	○	○
This is an attention check. Please select "Strongly disgree".	○	○	○	○	○
I can effectively search for information online and evaluate the credibility of sources	○	○	○	○	○
I can confidently navigate online portals, track application progress, and retrieve necessary information.	○	○	○	○	○

How often does this statement apply to you or your situation?

	Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree
I often hurry to finish things at the last minute	◯	◯	◯	◯	◯
I often put things off for so long that it has negative consequences	◯	◯	◯	◯	◯
When I must start a task, I often end up doing something else	◯	◯	◯	◯	◯
I often postpone things to do until tomorrow	◯	◯	◯	◯	◯

Scarcity and health

How often does this statement apply to you or your situation?

	Very rarely	Rarely	Sometimes	Often	Very often
I cannot deal with important things properly due to a lack of time.	○	○	○	○	○
I cannot deal with important things properly due to a lack of mental energy.	○	○	○	○	○
I cannot deal with important things properly because I am busy trying to keep on top of my financial situation.	○	○	○	○	○

How is your **physical health** in general?

	Very bad	Bad	Fair	Good	Very good
Physical health	○	○	○	○	○

How is your **mental health** in general?

	Very bad	Bad	Fair	Good	Very good
Mental health	○	○	○	○	○

Do you identify as having any of the following disabilities? (Please select all that apply)

☐ Intellectual disability

☐ Neurodivergent (e.g. Autism, ADHD)

☐ Physical disability (e.g. mobility impairment, chronic condition)

☐ Learning disability (e.g. Dyslexia, Dyscalculia)

☐ Mental health condition

☐ [   ] Other, please specify

How much do you trust the government?

Not at all 1	2	3	4	Trust completely 5
○	○	○	○	○

Demographics

What is your age? (Please enter a number between 18 and 99)

What is your gender identity?

◯ Male

◯ Female

◯ Non-binary / third gender

◯ Prefer not to say

◯ _____ Other, please specify

What is the highest level of education which you have already completed?

○ No formal qualifications

○ Lower secondary school (e.g. Junior Certificate)

○ Higher secondary school (e.g. Leaving Certificate)

○ Post-secondary school qualification (e.g. Diploma, Certificate, PLC, other)

○ Undergraduate degree (e.g. BA, BSc, Bachelors, other)

○ Postgraduate degree (e.g. Masters; PhD; Professional Qualification e.g. Bar; Accountancy, other)

○ [   ] Other, please specify

What is your marital status? (Please select the one that most applies to you currently.)

○ Single

○ In a relationship but not cohabiting

○ Cohabiting

○ Married

○ In a civil partnership

○ Separated and not currently in a relationship

○ Divorced and not currently in a relationship

○ Widowed and not currently in a relationship

○ [   ] Other, please specify

What is your current employment status? (Please pick the category that most applies to you.)

○ Working full-time for pay (35 hours or more per week)

○ Working part-time for pay (less than 35 hours per week)

○ On sick leave but still employed

○ Temporarily laid off

○ Not currently employed, looking for work

○ Unable to work due to health issues

○ Student

○ Homemaker caring for family

○ Retired

○ [   ] Other, please specify

How would you describe the area you live?

○ City

○ Suburb

○ Rural village or remote area

○ [   ] Other, please specify

How many people are there in total in your household, including yourself?

(Please only include people who currently live in the household.)

○ One adult, no children

○ One adult, one or more children

○ Two adults, no children

○ Two adults, one or more children

○ Three or more adults, no children

○ Three or more adults, one or more children

○ [   ] Other, please specify

Which category best describes your yearly household income after taxes?

Please include ALL income from employment, social security, support from family, government benefits (e.g. disability/ unemployment benefits), retirement accounts, rental property, investments, etc.

○ €10,000 or less

○ €10,001 to €20,000

○ €20,001 to €30,000

○ €30,001 to €40,000

○ €40,001 to €50,000

○ €50,001 to €60,000

○ €60,001 to €70,000

○ €70,001 to €80,000

○ €80,001 to €90,000

○ €90,001 to €100,000

○ More than €100,000

○ I don't know or I'd rather not say

Extra sludge tasks

This is the last question we have for you.

Below is a list of various administrative tasks you may have (successfully or unsuccessfully) worked on in the last three months.

Please select **all tasks** you have worked on in **the last three months**.

☐ Apply for a license or a permit

☐ Apply for financial aid

☐ Apply for social benefits

☐ Apply for healthcare benefits

☐ Apply for a social security number

☐ Apply for a rebate

☐ Apply for a visa

☐ Cancel a service/ membership

☐ Claim a tax credit

☐ Enroll in an educational programme

☐ File a complaint

☐ Fill out a form or questionnaire

☐ File a tax return

☐ Open a bank account

☐ Switch service providers

☐ Enroll in a retirement plan

☐ Apply for a loan

☐ Apply for insurance

☐ Renew a prescriptiion

☐ Register for an event

☐ Deactivate a social media account

☐ Unsubscribe from a mailing list

☐ Register to vote

☐ Register at a website

☐ Renew a license or passport

☐ Apply for a job

☐ Apply for a refund

Did we miss other tasks you have worked on? Please list them here.

Thank you

Thank you very much for participating in this survey!

The aim of the survey is to better understand whether some people are more strongly influenced by administrative tasks than others and whether some procedures are seen as more acceptable than others.

If you have further questions or are interested in the results, please contact Leonhard Lades via l.k.lades@stir.ac.uk.

Thanks again!

Please click below to be re-directed to the survey panel company.

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