



Application Guidance: Innovation Projects

NW Greener NHS Programme Call One 2021/22

This guidance aims to assist applicants to the Innovation Fund in completing their application form fully and correctly. This guidance should be read alongside the 'Innovation Fund Application Form'. Please ensure that you have read this document before completing your application to the Innovation Fund.

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Section A: Notes to Applicants

Eligibility

Who can apply to the Innovation Fund?

- Funding can only be paid to registered organisations, not to individuals
- Funding is open to a range of organisations, including, but not limited to:
 - NHS organisations including Primary Care Networks
 - Health and Social Care Providers
 - Academic Institutions
 - Local Authorities
 - Commercial (Industry, consultancy, SMEs, start-ups etc. may only apply in partnership with a healthcare organisation)
- Joint/partnership applications between organisations are especially welcome, as the benefits of bringing together expertise and specialisms is recognised
- The programme is open to applicants from any location in one of the three North West Integrated Care Systems (Lancashire and South Cumbria, Greater Manchester and Cheshire & Merseyside).
- Only one bid per organisation will be accepted

Advice and Tips

Applicants are strongly advised to pre-engage and include clinical and patient stakeholders in development of the bid. This would provide assurance of:

- The bid needs to clearly show how it links to and advances Net Zero carbon priorities for the healthcare sector
- Clinical engagement and support for the proposed scheme
- Innovativeness and non-duplication of existing provision/projects
- Feasibility of delivery in the intended area, and local integrated health and care system
- Applicants must secure Exec/Senior Management sponsorship for the project
- Funds will be administered by the lead CCG
- Projects will be monitored for benefits realisation in a manner appropriate to the scale of the funding award
- FAQs will be made available to applicants

What types of Innovation projects are eligible for the fund?

Innovations

Suitable applications will propose discrete projects with the intent to deploy and evaluate research / new products / solutions / services / care pathways / ways of working which align with NHS Net Zero Carbon priorities. Specifically, they need to refer to the following areas:

- Medicines
- Sustainable models of care
- Estates and facilities
- Travel and transport
- Supply chain
- Workforce, networks and system leadership
- Waste, resources and consumables
- Food, catering and nutrition
- Adaptation
- Communications and engagement

Funding can only be allocated for project delivery/pilot within the health and social care sector across the North West region and/or to North West registered patients.

Pilot Project Scope and Aims

The funding window for the first round of the NW Greener NHS Innovation Fund will open on 6th August and close at midnight on 6th September 2021.

There is a total of up to £80,000 to bid from in the first call with successful bids being awarded between £2,500 and £10,000 to develop their project. This can be used for several ways to develop the project, including PA time, pilot projects, consultancy costs, providing required capacity, developing research, innovation, training, communications materials, seed funding etc.

The Innovation Fund provides grant funding for a one-off pilot project to be delivered to ascertain whether an innovation can achieve intended outcomes. It is not a source of, nor guarantee of any recurrent funding. The funding will not cover core staff capacity such as a Sustainability Manager or proven and established building energy efficiency upgrades such as LED lighting, or consultancy costs to develop an individual organisations Green Plan.

Generally, projects should have in mind one of three sustainability plans:

- Self-Sustainability:** Bid is for 'pump-prime' funding to embed an innovation which would then become financially self-sustainable or fully integrated into business-as-usual delivery following the pilot without additional funding.
- Follow-on Funding:** Pilot aims to test and gather evidence to support a business case with the intent to request recurrent funding, implementation or onward commissioning in future funding rounds (if available). Please note that this is not a guaranteed outcome.
- Commercial Proof of Concept:** Pilot aims to gather evidence on the effectiveness of an innovative health & social care product/service which would then be available for individual or provider purchase/use (for example to citizens, GP Practices, Care Homes, Schools, Pharmacies etc).

We will not fund proposals for:

- New Product Development
- Innovations which are not adequately developed, or not yet ready for deployment.
- Projects that are entirely research-focused or conceptual in nature without a practical deployable outcome

Aims and objectives of the Greener NHS Innovation Fund 2021-22

Proposals should align to the Innovation Priorities stated in the call for applications. These are key areas of current challenge or need in the system that it is believed could benefit the most from innovation.

The Innovation Priorities to deliver the NHS Net Carbon Zero Plan for 2021/22 are:

Priority Area	Includes
Medicines	Point of use emissions from inhalers, anaesthesia and medical gases. Optimising prescribing, substituting high carbon products for low carbon alternatives and reducing and better managing medicinal waste.
Sustainable models of care	Boosting out of hospital care, digitally enabling primary and outpatient care and improving population health. Reducing unnecessary hospital visits and admissions. Getting it right first time (GIRFT).
Estates and facilities	Ensuring both new build and retained estate are aligned with net zero carbon standards, estates efficiency upgrades, socio-technical interventions, better use of roofs and ground space.
Travel and Transport	Transitioning fleet to zero emission vehicles, reducing unnecessary journeys, promoting active travel, tackling business travel.
Supply chain	Identifying innovative products, influencing suppliers to decarbonise their own processes.
Workforce, networks and system leadership	Upskilling the workforce to learn, innovate and embed sustainable development into everyday actions.
Waste, resources and consumables	Using resources more efficiently, refurbishing and reusing single use devices, reducing reliance on disposable products,
Food, catering and nutrition	Consider impact of whole supply chain including sustainable procurement and waste. Procuring and producing healthy food, sourcing local and seasonal produce.
Adaptation	Responding to actual or expected changes in climate such as heat waves, flooding and variance in disease patterns.
Communications and engagement	Engaging the wider workforce, communicating messages effectively and encouraging positive activity through campaigns and messaging.

Applications should clearly align to the achievement of at least one of these priority areas and should be clear about how they will contribute to achieving carbon reduction outcomes in this area.

Non-Aligned proposals

Please be advised that non-aligned projects will not be considered.

Innovation Principles

Alongside our specific topics and challenges of interest for innovation, it is recognised that that there are several 'underpinning' supportive principles that drive and enable successful and sustainable Innovation which is wider than the specific Greener NHS determinants.

We particularly welcome bids which illustrate core principles of:

- Exploiting the use of technology and digital innovation to meet NHS Net Zero Carbon priorities
- Partnership working - Developing links between Health and Social Care organisations and external organisations that are looking to test and evaluate their innovative solutions in this field
- Neighbourhood working - Developing, delivering and structuring Health and Social Care to deliver against the NHS Net Zero Carbon priorities
- Inclusion of vulnerable and hard to reach groups

- Measurable social value outcomes resulting from the work that is being proposed

Application and Selection Process

Application Process

The application process will be managed via ECOteam@mft.nhs.uk which will also be the primary point of contact for all enquiries relating to the Fund. Please use this email address for all enquiries (put Innovation Fund in the subject heading) and a member of the team will respond within three working days.

The deadline for submissions is midnight on 6th September with shortlisting to be completed by 22nd September and all applicants will be notified by 8th October 2021.

All applicants will be given a unique bid reference number and receive a confirmatory e-mail of their application, containing this reference number, which must be referred to in any communications. The applicants have the right to withdraw their application at any time.

Selection Process

There will be a virtual presentation day in October with a selection panel made up of healthcare representatives. Those selected to go through to this stage will be informed of who is on the Panel in advance of the presentation day. Applicants will be asked to briefly present their proposal and the panel will ask questions. The Panel will use this information, together with the bid application, to make their decision.

A list of the selected projects will be published following confirmation of awards and networking events will be announced. The decision of the Innovation Panel is final. Feedback will be provided to shortlisted projects only and there is no appeals process for any stage of the selection.

Selected projects must be completed by the end of March 2022 unless agreed otherwise.

Evaluation Criteria

The Panel will evaluate applications based on the following criteria:

- Alignment with the NHS Net Carbon Zero priorities
- Promoting partnership working across the North-West healthcare sector
- Opportunity to scale
- Level of innovation and originality in the bid
- Feasibility of delivery
- Value for Money/Return on Investment (carbon savings)

Section B: Application Form Guidance

The guidance below contains important notes and resources for the correct completion of the Innovation Fund Application Form. Please ensure that you read this guidance fully prior to completing your application.

Each question in the Application Form is set out below, arranged by section, along with an explanation of what information is required in answer to each question. Please stick to the stated word counts.

Submission Details

Submitted by (name, role, Org.)	<i>Name of application submitter, role, organisation (Will become main point of contact regarding this bid during application process)</i>
Contact number	<i>Telephone number for point of contact / queries</i>
E-mail address	<i>Email address for point of contact / queries</i>
Submitting organisation	<i>Name of organisation submitting the bid. If this is a partnership bid, then name the lead organisation</i>

Section 1: PROPOSAL OUTLINE		
1	Name of Proposed Project (25 words)	<i>Give your project a succinct but descriptive/recognisable title</i>
2	Summary of Proposal (1,500 words)	<p><i>Provide a short but clear summary of your proposed project. This should include, at least, description of:</i></p> <ul style="list-style-type: none"> <i>• The problem or need you are addressing including evidence of that need</i> <i>• Current position/baseline</i> <i>• Your proposed innovative solution</i> <i>• Your key objectives (must be SMART)</i> <i>• Your evidence or rationale to suggest that this solution will address the given need? Include options appraisal</i> <i>• Your project delivery plan / method for piloting this</i> <i>• Named partners & beneficiaries</i> <i>• If 10k does not cover the total cost, explain where the remaining funds will come from</i> <p><i>Please do not exceed 1,500 words. You are welcome to append a separate paper that covers this section if you'd prefer.</i></p>
3	Please explain how this proposal is 'innovative' (200 words)	<p><i>Provide a short but clear rationale as to why and how this proposal constitutes an "innovation" to deliver the NHS Net Zero Carbon Plan.</i></p> <p><i>For example, is it a completely new product /idea /process /service /way of working?</i></p> <p><i>Is it something that has worked well elsewhere but is new to the North West? Is it something that has worked well in another field/industry/country and has potential to transfer to a new purpose in health and social care?</i></p> <p><i>We expect applicants to have performed some preliminary research or scoping into what activities and programmes of work are already</i></p>

		<i>underway across the North West region and nationally in their chosen topic area to ensure that their proposal would complement, and not duplicate, existing local or national initiatives.</i>
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Section 2: ALIGNMENT WITH NHS NET CARBON ZERO PLAN

4	Which Innovation priorities does this project address? (200 words)	<p><i>These options reflect the national NHS Net Zero Carbon agenda. There are ten core innovation priority areas, aligned with major strategic and statutory priorities:</i></p> <ul style="list-style-type: none"> • <i>Medicines</i> • <i>Sustainable models of care</i> • <i>Estates and facilities</i> • <i>Travel and transport</i> • <i>Supply chain</i> • <i>Workforce, networks and system leadership</i> • <i>Waste, resources and consumables</i> • <i>Food, catering and nutrition</i> • <i>Adaptation</i> • <i>Communications and engagement</i> <p><i>These are the topics that we are particularly interested in receiving bids addressing. These are expanded in full in Section 1 above. Please explain and prioritise the priority area(s) that your project aligns with and do not tick all of them.</i></p>
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Section 3: PROJECT DELIVERY

5	Key Project Timescales	<p><i>Please provide a breakdown of key project milestones and activities, and the projected timescales for their delivery. All projects must be completed by March 2022. We would encourage all applicants to consider this lead-in time within their scope, including any necessary recruitment timescales. We reserve the right to withdraw funding if the project does not commence within the agreed timescales.</i></p>
6	Will your proposed project activity require access to, changes to, or integration with existing IT Infrastructure or systems to enable delivery?	<p><i>Yes / No / Don't Know question.</i></p> <p>You should only answer 'Don't Know' if you are currently unable to assess whether or not your proposed activity will require a change to IT systems or infrastructure to enable its delivery. If selected for progression, you will need to establish these requirements prior to achieving final sign off for funding.</p>

7	<p>What risks have you identified and how will you mitigate them? (200 words)</p>	<p><i>Please provide details of any risks identified for delivery of this project, and any mitigating actions.</i> <i>We do not require any particular Risk Management methodology to be used for this section.</i></p>
<p>Section 4: BUDGET, FINANCE & IMPACT</p>		
8	<p>Please explain what benefits this project will deliver, including carbon and cost savings and any other benefits e.g. health and wellbeing. (200 words max)</p>	<p><i>If you are able to quantify carbon savings, please use up to date carbon factors. If not, please try to explain some of the benefits and we'll work with you to quantify if you are shortlisted.</i></p>
9	<p>What is the total maximum amount of funding requested?</p>	<p><i>Please ensure amount stated is fully inclusive of all VAT. Must be at least £2,500 and not be greater than £10,000 (including VAT) but please state if the funding is part of a larger programme. Please state if the costs could vary and explain why (must not go above the max of £10,000).</i></p>
10	<p>Please provide a breakdown of how the funds will be used against key budget headings and when they will be incurred.</p>	<p><i>Please ensure you list the costs associated with each project task and <u>include VAT</u> where applicable</i> <i>There is no prescribed budget template for this section, however we would expect to see the following considerations included, where relevant:</i></p> <ul style="list-style-type: none"> • <i>Staffing (including any on-costs)</i> • <i>Delivery</i> • <i>Project Management</i> • <i>Backfill</i> • <i>Training and Events</i> • <i>Product / license and support costs</i> • <i>Consumables, materials and equipment</i> • <i>Travel costs</i> • <i>Evaluation costs (if externally provided)</i>
11	<p>Which organisation will funding be paid to?</p>	<p><i>Please note that funding will only be paid to organisations, not to individuals and will be administered via the lead CCG. Scheduling of payments will be agreed with the regional finance team prior to sign off. If you are unsure, leave this blank.</i></p>
12	<p>What comes next after this innovation project? How will you ensure that the project outcomes are sustainable/replicable/scalable after this project ends? (150 words)</p>	<p><i>Please describe how you would expect to sustain your project, should it be successful, after the 6-month funding period ends. Examples have included cases where:</i></p> <ul style="list-style-type: none"> • <i>Bid is for 'pump-prime' funding to embed an innovation which would then become financially self-sustainable or fully integrated into business-as-usual delivery following the pilot without additional funding</i> • <i>Pilot aims to test and gather evidence to support a business case with the intent to request recurrent funding, implementation or onward commissioning at the end of the 6-month pilot.</i> • <i>Pilot aims to gather evidence on the effectiveness of an innovative product/service which would then be available for</i>

individual or provider purchase/use (for example to citizens, GP Practices, Care Homes, Schools, Pharmacies etc).

Section 5: DATA PRIVACY IMPACT ASSESSMENT

13 Will the project collect/use/process personal confidential data?
This is a Yes/No answer. Please tick which of the personal and sensitive data items listed the asset/system/project will process. If you tick yes, a Data Privacy Impact Assessment (DPIA) form will need to be completed if your proposal is shortlisted for panel.

Section 6: EQUALITY & DIVERSITY

14 Please indicate whether the lead organisation has the following in place.
This is a tick box question. If you tick the boxes please attach or link to a copy when submitting your application.

Section 7: OPERATIONAL DETAILS

15 Registered details of bidding organisations
Please include name, registered address and organisation type e.g. NHS Foundation Trust or GP practice name.

16 Who is the senior sponsor for this project with overall accountability and oversight for delivery?
Please include name, job title, email address and contact telephone number.

17 Who will be the operational lead for this project with responsibility for day-to-day delivery?
Please include name, job title, email address and contact telephone number

Section 8: APPLICANT AGREEMENT

18 Please confirm that if your proposal is accepted you are aware of and agree to the following conditions:
Please tick all boxes to indicate that you agree to all three conditions. Report templates/guidance will be provided.

19 Please confirm that you have read and accepted the terms and conditions
Please tick that you have read and accept the NW Greener NHS Programme Innovation Fund Terms & Conditions

Your completed application form, along with any requested additional information, should be submitted via email to ECOteam@mft.nhs.uk with the subject heading Innovation Fund Application.

You will receive confirmation of receipt within three working days, along with a unique Bid Reference for managing your application and for on-going communication regarding your proposal.

Applications can be withdrawn at any time, for any reason, by contacting ECOteam@mft.nhs.uk with your Bid Reference

For Call One bids will be accepted up to midnight on the 6th September 2021.