

# **Sharing and celebrating patient and public involvement in healthcare**

## **Guidelines for community grant applicants**



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## 1 Summary

- ❖ Are you a voluntary, community or social enterprise organisation?
- ❖ Have you completed an amazing patient, service user or carer involvement project?
- ❖ Has this work improved healthcare services?
- ❖ If so you can apply for a small community grant from NHS England to showcase the good practice you have developed.

[NHS England](#) is offering community grants of up to £2500 to voluntary, community and social enterprise (VCSE) organisations that have developed good practice around patient and citizen involvement in healthcare. The purpose of the grant is to enable organisations to share their good practice so that others can learn from the involvement successes.

The community grants will be awarded to organisations that can tell the story of their patient and citizen involvement project. Using the funding they will share what worked, how they involved patients and citizens and what impact involvement had on services. Organisations should be able to tell their story in a creative, appealing and accessible way which can include producing films, photo or audio books, leaflets and posters, graphics or comics.

NHS England knows that patient groups, VSCE organisations and a diverse range of community groups all over England are involved in shaping and improving healthcare services. It wants to encourage the promotion of learning and sharing of good practice by making funds available to groups to highlight and share their work with others.

**The grants can only be awarded to VSCE organisations and further guidance on eligibility is available in section 2. Please ensure you read this before applying as ineligible groups/projects will not be considered.** Applicants, who are unsure as to whether they can apply after reading this guidance, should email [england.ppvcommunitygrants@nhs.net](mailto:england.ppvcommunitygrants@nhs.net) for further advice.

Applicants will need to provide details of the successful involvement project they have completed, along with details of how they plan to use the grant to share and showcase this work in a creative way - so that others can learn from and replicate the good practice.

Details of how to apply can be found in section 3. Applicants should ensure they read the guidelines in full before submitting an application.

### 1.1 Grant scheme timeline

Grant guidelines go live	30 July 2018
Closing date for applications	20 September 2018
Award decisions announced	w/c 22 October 2018
Grant 'set up' webinar	31 October 2018
Grant 'communications' webinar	07 November 2018
Programme commences	12 November 2018
Final project outputs must be delivered	15 March 2019

and returned to NHS England

## 2 Grant eligibility

### 2.1 Who can apply?

Community groups, voluntary sector, social enterprises or patient organisations, and not for profit organisations can apply for a grant of up to £2500. This includes charities and community interest companies.

**To apply you must be a formally constituted organisation;** this means:

- A registered charity
- A constituted community organisation with a terms of reference, clear governance arrangements and annually audited accounts
- A not-for-profit company Limited by Guarantee (Registered at Companies House, [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)),
- A Community Interest Company (CH or CIC Regulator), a 'Co-operative' or 'Industrial and Provident Society (IPS).

Applicants will need a registered bank account for their organisation. NHS bodies (including hospital trusts and clinical commissioning groups), local authorities and companies run by local authorities **cannot apply for the grants**, but they can be partners in the project.

Partnership working is encouraged, however, the **lead partner must be a not for profit organisation**. The lead partner (grant applicant) is responsible for delivering the grant outputs they outline in the application and will receive the grant payment.

### 2.2 Project eligibility criteria

**If you are eligible to apply, your application must meet the following criteria.**

- 1) You must have already carried out your patient/public/community involvement project. **The grant is to be used to showcase something you have already done, not to start a new involvement project.** We want to help you share the good practice of the involvement work that you have developed, helping others to learn from it. Outputs created from this grant must focus on disseminating the outcomes of an involvement project that you have recently completed.
- 2) The maximum grant you can apply for is £2500. **Please note the grant consists of the following two elements:**
  - Up to £2000 can be used to create your project output;
  - Up to £500 can be used to promote your project output. **Further guidance is available in section 2.2.1**
- 3) Your grant output (how you involve patients and citizens in their healthcare) should be appealing, creative and accessible and clearly show the good practice you have developed.
- 4) The completed project you are showcasing must focus on how involving citizens and/or patients or carers, including people from diverse communities, has improved healthcare services and/or reduced health inequalities.

- 5) By receiving the grant you commit to hosting the project output on your website or another digital platform, agree to work collaboratively with NHS England to develop it, and give NHS England permissions to share it with its staff and networks. NHS England will signpost people to your output by linking to it from the [NHS England Involvement Hub](#) and its social media platforms.
- 6) You must be clear about what your grant output is in your application and explain how it will showcase your involvement project.
- 7) You need to explain how you will involve patients/the public/communities in the development of the community grant output.
- 8) The final and agreed outputs of your community grant project must be ready to share with NHS England by **close of play 15 March 2019**. You will need to share the final version of your grant output no later than this date.
- 9) Your grant can be used to cover the full cost of the project output or to part fund the work, if the project cost is likely to be in excess of £2500 (up to £2000 to create your output and up to £500 to promote your output).
- 10) One application per organisation.
- 11) Successful applicants should be prepared to supply a copy of the organisation's audited accounts for the last three financial years.
- 12) Your project must clearly link to one or more of NHS England's business priorities as set out in the [Next Steps on the Five Year Forward View](#) (primary care, urgent and emergency care, mental health, cancer, integrating care locally, funding and efficiency, strengthening our workforce, patient safety; and harnessing technology and innovation). These include involvement projects that focus on advancing equality and reducing health inequalities amongst most disadvantaged groups.
- 13) Your organisation must meet the eligibility criteria set out in section **2.1**.

**We will not fund:**

- **Equipment –for example to buy filming equipment, a minibus or a computer.**
- **Training costs**
- **Ongoing running costs for an existing project.**
- **Perishable items – for example subsistence/refreshments.**
- **Staff costs.**
- **New involvement projects – the grant is to highlight successful projects that have been completed so others can learn from this and replicate good practice.**
- **Website development including hosting costs.**

**Applications for the above are ineligible and will not be considered.**

### **2.2.1 Promotion of the grant output**

- 1) If you are also applying for funding to promote your grant output, the maximum available amount is £500. The grant can be used to cover the full cost of the planned activity or initiative or to part fund the work, if the cost is likely to be in excess of £500.
- 2) The grant can be used for any initiatives or activities to promote the community grant output. These can include, but are not limited to, running a promotional community event or workshop, running a social media campaign

- (please note you may be required to show impact), securing PR support for articles or press releases; printing and distributing promotional materials.
- 3) Promotional activities, initiatives and events must occur within three months of the publication of your community grant output and the outcomes must be shared with NHS England.
  - 4) To encourage the spread of learning and good practice, your grant output should be shared with other health related organisations; including Sustainability and Transformation Partnerships (STPs) and Integrated Care Systems (ICSs); Clinical Commissioning Groups (CCGs); NHS foundation trusts and NHS trusts; and local authorities.
  - 5) You must be clear in your application how you will spend the £500.

**Before you apply please also note the following information:**

- The grant outputs you produce must be accessible to others and in line with [NHS England standards](#). For example, if you are producing films they will need subtitles. Any written outputs of this work need to be usable and presented in a way that the target audience can understand. NHS England can provide further guidance on accessibility if your application is successful.
- If you want to use images of people, or share their stories as part of the material that you develop, you must ensure that the appropriate consents and any necessary safeguarding arrangements are in place and documented. Remember that consent to use images can be withdrawn at any point, so you will need to plan accordingly.
- If you will be using music as part of the material that you create, please ensure that it is original or copyright free or obtain the necessary permissions.
- Please ensure that throughout the process you liaise with your own communications or media team (if you have one). They can then give you advice and support and also help to support the promotion of the grant output.
- We want to support a diverse range of projects, so we will be looking to make awards to projects that deliver the outcomes in a range of ways and cover a number of business priority areas. We will also be making awards across the [NHS England five regions](#).
- NHS England will also be seeking to make awards across a range of creative approaches and covering different subject areas. For successful applicants, a grant agreement will be produced prior to the award of the grant.

### **3 How to apply**

You can apply for a grant using our [online application process](#). The application form is also available in a Word format and can be requested by sending an email to the address below.

You should answer all of the questions on the form in detail as we will make the grant awards based on the information you supply.

In your application you will need to tell us about the successful involvement project you have already completed, along with details of how you will use the grant to share and showcase your project.

You will also be asked provide information about how you have involved seldom heard groups and how your project links to NHS England's priorities.

The deadline for applications is **midnight on Thursday 20 September 2018**. Forms can be submitted either through the online application system, by email to [england.ppvcommunitygrants@nhs.net](mailto:england.ppvcommunitygrants@nhs.net) or by post:

Community Grants Applications  
Kasia Markiewicz  
NHS England  
Zone C, 6<sup>th</sup> floor, Skipton House  
80 London Road  
London  
SE1 6LH

Applications not received by the deadline, will not be considered. Successful applicants will be announced w/c 22 October 2018. The programme will commence 12 November 2018. The programme will close on 15 March 2019 by which time all project outputs must be shared with NHS England.

Successful applicants will be asked to take part in an online 'grant set up' webinar, which will be held on 31 October 2018. Please put this date in the diaries of the people who will lead and undertake this work so that they can take part in the set up discussions. We will also run a separate communications webinar for successful organisations following the set up webinar which will be held on 07 November 2018.

### **3.1 Application scoring**

Applications will be judged on the information provided on the application form. Provided that the eligibility criteria are met the following scoring will be applied:

**Questions 1-12:** eligibility to apply is confirmed (ineligible applications will not be progressed). Please pay particular attention to questions **7, 8 and 9** which will enable us to establish whether your organisation is eligible for a grant from NHS England. Incomplete grant applications will not be considered.

**Questions 19 – 24:** 10 points are available for question **19**. With five available for each of the following questions: **21, 23, 24a, 24b** and **24c**.

## **4 Background to NHS England and community grants**

NHS England's aim is to reduce health inequalities and improve the health outcomes for people in England. Placing patients and the public at the heart of the NHS, and everything it does, is central to achieving this ambition.

NHS England believes that public and patient voices are at the centre of developing healthcare services. It is committed to sharing good practice, learning from it and

supporting others to learn and improve. NHS England works with partners to identify, share and celebrate excellence in patient and citizen involvement.

NHS England knows that patient groups, voluntary sector organisations and community groups all over England are involved in shaping and improving healthcare services. Working in partnership with NHS services and others, it involves patients and citizens to make real changes in how the NHS works and this ultimately leads to improved health outcomes.

Sharing examples of good practice is an excellent way to transfer learning and innovation, but all too often projects are not supported to share their work, or this sharing only happens locally. NHS England wants to encourage the spread of learning and sharing of good practice by making funds available to groups to highlight and share their work with others.

We are particularly interested in the impact, outcomes and difference made by involving patients, service users, carers, families and communities.

The grant scheme first ran in 2015 and was extremely successful. You can see examples of previous community grant projects on the [NHS England website](#).

The work from this grant programme will build on and inform existing NHS England programmes including:

- [NHS Citizen](#) - an approach to how NHS England gives citizens a voice and enables them to influence its work.
- Ongoing development of [NHS England's Involvement Hub](#).
- The priority programmes of NHS England as set out in the [Next Steps on the Five Year Forward View](#).

#### **4.1 How this programme fits with NHS England's duties.**

Organisations applying must also provide/arrange services similar to the services in respect of which NHS England has functions<sup>1</sup>. This means that your organisation must be working with communities, patients or the public to:

- Improve health or care services for service users
- Involve patients in their own health and care
- Involve the public in commissioning
- Reduce health inequalities between patients in access to health services and the outcomes achieved.

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<sup>1</sup> Under the National Health Service Act 2006 (as amended by the Health and Social Care Act 2012) NHS England has duties to promote the involvement of patients in their own health and care, (section 13H).

Under the National Health Service Act 2006 (as amended by the Health and Social Care Act 2012), NHS England has duties to involve the public in commissioning, (under section 13Q).

NHS England has a statutory duty to have regard to the need to reduce health inequalities between patients in access to health services and the outcomes achieved (sections 13G of the NHS Act, as amended by the Health and Social Care Act 2012, respectively)

## 4.2 Governance and reporting

The senior responsible owner and executive of this programme is the Director for Experience, Participation and Equalities at NHS England.

The Public Participation team in NHS England lead this grant programme. Successful applicants will need to provide monitoring updates on progress towards completion, to NHS England.

### 4.2.1 Evaluation

To evaluate the success of the community grant programme, NHS England will conduct a short evaluation after six months of the publication of your grant output to assess how you have measured the impact of your grant output. This could include social media engagement, number of views on YouTube or webpage visits. You should therefore keep track of these statistics during the programme.

## 4.3 Promoting equality and addressing health inequalities

Promoting equality and addressing health inequalities are at the heart of NHS England's values. Throughout the development of the policies and processes cited in this document, we have:

- Given due regard to the need to eliminate discrimination, harassment and victimisation, to advance equality of opportunity, and to foster good relations between people who share a relevant protected characteristic (as cited under the Equality Act 2010) and those who do not share it; and
- Given regard to the need to reduce inequalities between patients in access to, and outcomes from healthcare services and to ensure services are provided in an integrated way where this might reduce health inequalities.