

Sharing and Celebrating Patient and Public Involvement in Healthcare. GUIDELINES for community grant applicants.

NHS England and NHS Improvement



Sharing and Celebrating Patient and Public Involvement in Healthcare. Guidelines for community grant applicants.

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This information can be made available in alternative formats, such as large print or in Word. Please email england.ppvcommunitygrants@nhs.net.

Contents

Sharing and Celebrating Patient and Public Involvement in Healthcare. Guidelines for community grant applicants.	1
Contents	2
1. Summary	3
1.1 Grant scheme timeline	3
2. Grant eligibility	4
2.1 Who can apply?	4
2.2 Project criteria	4
2.2.1 Promotion of the grant output.....	6
3. How to apply	7
3.1 Application scoring.....	7
4. Background to NHS England and NHS Improvement and community grants	8
4.2 Governance and reporting.....	8
4.2.1 Evaluation.....	9
4.3 Promoting equality and addressing health inequalities	9

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 and NHS Improvement to showcase the good practice you have developed.

NHS England and NHS Improvement are 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. This could include producing films, photo or audio books, leaflets and posters, graphics or comics.

NHS England and NHS Improvement know that patient groups, VCSE organisations and a diverse range of community groups all over England are involved in shaping and improving healthcare services. We want 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 VCSE 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 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 applying.

1.1 Grant scheme timeline

Grant guidelines go live	24 July 2019
Closing date for applications	23 September 2019
Award decisions announced	w/c 21 October 2019
Grant 'set up' webinar	30 October 2019
Grant 'communications' webinar	6 November 2019
Programme commences	11 November 2019

Final project outputs must be delivered and returned to NHS England and NHS Improvement	20 March 2020
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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 at least one of the following:

- 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),
- A Community Interest Company (CH or CIC Regulator), a 'Co-operative' or 'Industrial and Provident Society (IPS).

Organisations applying must also be involved in the provision or commissioning of health and care services. 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 health and care services
- Reduce health inequalities between patients in access to health services and the health outcomes achieved
- Redesign and transform health services.

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 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 share good practice about something you have already done, not to start a new involvement project.** We want to help you showcase the involvement work that you have completed, 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) 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.
- 4) You must be clear about what your grant output is in your application and explain how it will showcase your involvement project. For the avoidance of doubt; the grant output is the product/ method/ activity that you will use to share your good practice (e.g. a video and launch event or poster and campaign about your recent involvement work).
- 5) Your grant output should be appealing, creative and accessible and clearly show the good practice you have developed.
- 6) 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 and NHS Improvement to develop it, and give NHS England and NHS Improvement permissions to share it with its staff and networks. NHS England and NHS Improvement will raise awareness of your output by linking to it from the [NHS England and NHS Improvement Involvement Hub](#) and its social media platforms.
- 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 and NHS Improvement by **20 March 2020**. 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.
- 10) Organisations can only make one application for each round of community grant funding.
- 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 and NHS Improvement's business priorities as set out in the [NHS Long Term Plan](#) (e.g. integrated models of care, prevention and addressing health inequalities, major health conditions such as cancer, working with children and young people and maternity and neonatal services).
- 13) Your organisation must meet the eligibility criteria set out in section 2.1.

Tips for applicants.

Please note, if you are applying solely or largely for one of the following items, your application will not score highly:

- 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.
- Website development including hosting costs.

However, if you are applying for a mix of the above items and these constitute an integral part of the delivery of your output, your application will be considered. For example, an application to fund the purchase of a large number of video cameras for a project would not score highly. However, an application that used funds to purchase a camera for patients/citizens to use to film their own video about their work, along with a short training course to help them use the equipment, would meet the eligibility criteria.

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 more than £500, you must be clear in your application how this money will be spent.
- 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 and NHS Improvement.
- 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.

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 and NHS Improvement 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 intended audience can understand. NHS England and NHS Improvement 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 and NHS Improvement seven regions](#).

- 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.

The deadline for applications is **midnight on Monday 23 September 2019**. Forms can be submitted either through the online application system, by email to england.ppvcommunitygrants@nhs.net or by post:

Community Grants Applications
Kasia Markiewicz
NHS England and NHS Improvement
Zone C, 6th 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 21 October 2019. The programme will commence. The programme will close on 20 March 2020 by which time all project outputs must be shared with NHS England and NHS Improvement.

Successful applicants will be asked to take part in an online 'grant set up' webinar, which will be held on 30 October 2019. 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 support webinar for successful organisations following the set-up webinar which will be held on 06 November 2019.

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:

Part One: eligibility to apply is confirmed. 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 and NHS Improvement. Ineligible and incomplete grant applications will not be considered.

Part Two: asks for a budget breakdown. This section is not scored.

Part three: a total of 30 points are available. Details are provided in each question. It may be useful to read all questions before answering, so that you can ensure the most pertinent information is provided in each answer.

4. Background to NHS England and NHS Improvement and community grants

NHS England and NHS Improvement's aim is to reduce health inequalities and improve the health outcomes for people in England. NHS England and NHS Improvement believe that public and patient voices should be at the centre of developing healthcare services. NHS England and NHS Improvement work with partners to identify, share and celebrate excellence in patient and citizen involvement.

NHS England and NHS Improvement know that patient groups, voluntary sector organisations and community groups all over England are involved in shaping and improving healthcare services. Sharing examples of good involvement 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 and NHS Improvement want 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.

The annual grant programme has been running since 2015. You can see examples of previous community grant projects on the [NHS England and NHS Improvement website](#). These include:

- [Mindfulness for Life programme](#) teaching Mindfulness-Based Stress Reduction to people with a learning disability and/or autism across the North East and Cumbria.
- [Young Carers Neighbourhood Charter](#) which is reaching out to GP surgeries, health and care agencies, schools, and local organisations to improve their awareness and support for young carers across County Durham.
- [Working with men from black, Asian and minority ethnic backgrounds](#) to understand the barriers to healthy living and to raise awareness of free NHS health checks in the community.

The work from this grant programme will link to other NHS England and NHS Improvement programmes including:

- [NHS Citizen](#) - an approach to how NHS England and NHS Improvement gives citizens a voice and enables them to influence its work.
- Ongoing development of [NHS England and NHS Improvement's Involvement Hub](#).
- The priority programmes of NHS England and NHS Improvement as set out in the [NHS Long Term Plan](#).

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 and NHS Improvement.

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

4.2.1 Evaluation

To evaluate the success of the community grant programme, NHS England and NHS Improvement 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 and NHS Improvement'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.