GRANT APPLICATION FORM

**PROJECT NAME:** Insert

**Document prepared by:** Insert name

**Date:** Insert date

A proof of value fund dedicated to testing new models of working with industry can provide the necessary support to explore and validate innovative approaches, ensuring that health and social care organizations can effectively adapt to emerging trends.

**Guidance on completing the Grant Application Form**

The purpose of the application form is to provide a summary of information about a proposed project to enable the Surrey Academic Health & Care Partnership to consider whether it aligns with the strategic priorities and direction and to approve whether the required resources should be assigned to support the proposal.

At this stage proposals should include the following:

1. A clear and concise description of the problem the proposal is trying to solve
2. A high-level summary of the scope of the project and potential solutions
3. Outline of the resources and capabilities required – eg, the full project team across multiple disciplines
4. An indication of the anticipated societal, fiscal and economic benefits that would need to be further explored and refined
5. An outline of the methodology, delivery plan, required artefacts/deliverables and timescales

Please indicate on the form where there are gaps in identifying the above, with a plan to resolve or flag an issue where you require additional help and support.

**Please keep the use of acronyms to a minimum**. Only use acronyms where a term is used frequently throughout the application. If you do choose to use an acronym, do not assume that the reader knows what it means, and be sure to define it when first used.

You are strongly advised to structure the longer sections of the application form (particularly the Project Description and Breakdown) in such a way that they can be read easily by reviewers. **The use of long passages of dense, unstructured text should be avoided.**

Schematics, tables, illustrations, graphs, and other types of graphics can be embedded to clarify the project plan, but they should not clutter the central narrative.

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| Strategic Alignment to priorities | | |
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| **Primary Objective**  **(select 1)** | Prevention | Out of hospital |
| integration | New ways of working |
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| **Purpose**  **(High Level)** | Improve outcomes | Enhance productivity & value for money |
| Tackle inequalities | Support social & Economic development |
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| **Secondary Objective (Select 1)** | Prevention & keeping people well | Streamlining access to care and advice |
| Delivering care differently | Addressing workforce pressures & well being |
| Working differently with Industry | Data science, pathway analysis & transformation |
| Embedding research across system |  |

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| Summary information: | |
| **Project name:** |  |
| **Project purpose:** |  |
| **Partner organisations:** |  |
| **Funding amount** |  |
| **Estimated delivery timescales:** |  |

Conceptual Solution Form (CSF)

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| **Step 1: Understand** |
| **Purpose of project**  *Simple description of the project: This will introduce reviewers to your application. Ensure that your innovation, project and how you intend to spend the award are clearly presented. You may want to complete this section after you have written the rest of the application.* |
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| **Brief summary of problem**  *Succinct outline of the problem:* ***What problem does the innovation/project address? Describe the clinical need.***  *How would the product/service be used, when in the patient journey, and by whom? Does it fit into any existing care pathways/packages? Is there any relevant NICE guidance? Include the magnitude of the clinical/social problem (incidence, medical impact, cost of the problem, underlying trends).* |
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| **Target Cohort**  *Summary of the citizens, patients, carers and or staff who will benefit from the project or be direct users of the technology:* |
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| **Key partners and roles**  *Bulleted list of the main partner organisations and a brief description of their roles:* |
| |  |  | | --- | --- | | *Partner* | *Role* | |  |  | |  |  | |

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| **Step 2: Reimagine** |
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| **Summary and aims of the proposed solution**  ***Outline of the proposed solution and approach – include (if possible) any link/reference to existing evidence to support the proposed solution:*** |
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| **Impact on People**  ***Impact on clinicians, patients, carers, commissioners etc, including any major inclusion barrier:*** |
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| **Impact on Process**  *To what extent is the intervention/innovation leading to new processes/ways of working:* |
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| **Impact of Technology**  *To what extent does the technology help people to do faster more innovative work:* |
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| **Success / Outcome metrics / KPIs**  *The anticipated outcomes and benefits that this innovation will deliver, to whom and by when:*  *Eg:*   * *% improved process efficiency (Operational Efficiency)* * *Improvement in patient engagement (Patient Experience)* * *Improvement in staff satisfaction (Workforce experience)* * *Reduction in bed days (Clinical Efficiency)* |
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| **Approach to monitoring, evaluation and reporting**  *How do you intend to approach project monitoring and evaluation, including tracking of benefits realisation?* |
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| **Impact of Inequalities**  *If applicable, are there any groups that could be disadvantaged or further disadvantaged in relation to the innovation/proposal that is being considered and/or whether the innovation could be instrumental in closing gaps in health equity? Are there different baseline conditions that may affect the absolute effectiveness of the intervention on groups or settings? Are there considerations which should be given during implementation to ensure that inequities are reduced?* |
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| **Equality, Diversity & Inclusion**  *Please describe how you have / intend to approach EDI for this proposal/project?*   * *In your description, you will need to say who will be involved and why.* * *Explain why your approach is appropriate for this proposal* * *Describe how you will support and enable EDI involvement in your innovation/proposal (e.g., payments, training)* |
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| **Green Plan & Sustainability**  *Please describe how your innovation/proposal contributes to the Surrey Heartlands Green Plan and the NHS net zero by 2040 e.g.*   * *encouraging paperless working practices* * *supporting people to engage in healthy travel options* * *promoting staff health and wellbeing*   *How will this model be sustained once the project has concluded? What other services can be de-commissioned if this project is successful?* |
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| **Ethics Approval & Data Handling**  *All projects must have (or must state the intention to obtain) relevant ethics approvals from recognized bodies before commencing (where applicable)*  *Data Handling: Proposals must adhere to UK data protection laws and regulations, ensuring that data collection and storage are secure and ethical.* |
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| Step 3: Implement |
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| **Project budget**  ***Confirm the funding source and amount required for the duration of the project, as well as a breakdown of estimated costs and allocations.***  ***Other contributions to the project/leveraged funding***  *Detail other sources of funding or in-kind contributions to be used in the*  *project or any other funding that you may have applied for.* |
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| **Project milestones and Itemised Budget**  *Please provide up to 10 milestones, relating to the proposed project deliverables, along with timings and appropriate success criteria. The number of milestones should be appropriate for the project, and you do not need to use the maximum number.* |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | ***No*** | ***Milestone description*** | ***Delivery Date*** | ***Resource*** | ***Success Criteria*** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |
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| **Governance and accountability**  ***Confirm the external governance and reporting arrangements for the project, as well as the identified sponsor from the Surrey system:***  ***ICS system sponsor: Project governance:*** |
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| **Project team requirements**  ***What are the expected resource requirements, from whom and what level of contribution, also flagging any specific gaps:*** |
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| **Issues and risks**  ***List any obvious issues, risks or adverse effects that can be identified from the innovation at this stage***  ***Managing challenges within the project and identify potential future***  ***barriers to adoption*** *Outline any anticipated challenges and problems envisioned and the ways in which your team will address these. Include potential future barriers to adoption within the context of the local healthcare system; understanding of this may vary depending on the stage of development of the innovation.* |
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| **Project delivery**  ***Outline the delivery approach, required artefacts and estimated delivery timescales***  ***Include a project plan with a timeframe for completion of work -*** *Provide an outline project plan with timescales for reaching key milestones. This can be in the form of a Gantt chart or another chart/table. Please provide Gantt charts either as an image within a Word file or as a PDF attachment.**Microsoft Project files will not be accepted.* |
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| **Supporting information**  *Please submit the following documents along with this application and email it to* [***sahcp@surrey.ac.uk***](mailto:sahcp@surrey.ac.uk) |
| * **Finance Spreadsheet (Mandatory)** * **Gantt Chart (1 single side of A4) (Mandatory)** * **Letters of support/Memorandum of Collaboration from partners (Mandatory)** * **Care pathway (Journey Map) (optional)** * **Any additional supporting documents (optional)**   *Additional supporting documents may include a flow diagram illustrating the study design and the flow of participants, diagrams, pictures etc. If submitting a flow diagram, applicants should also describe complex interventions and controls as accurately and fully as possible within their diagram.*  *NOTE: Uploads MUST be provided as a Word or PDF document.* |