

Q Exchange: Eligibility Criteria

This guidance will help you decide if the Q Exchange programme is right for your idea. Please consider the below criteria before applying, as we will not shortlist bids that do not fit these requirements.

1. Who can apply?

- a. Q Exchange is only open to applications from Q members.
- b. Any Q member can submit a project through their employing/host organisation, a different organisation that will be leading the work or be responsible for funds themselves/via a business.*
- c. Q members can apply to deliver work they want to do themselves or as a sponsor for a non-Q member.
 - i. If a Q member is acting as a sponsor for a team/individual not in Q, they will still be responsible for the submitting the online project page and AIMS application.
- d. Q members can only be lead applicant on 1 application, but can be named as part of other project teams.
- e. Q members can apply if they are already current or past award holders of other Health Foundation grants.
 - i. We would encourage applicants to consider if they have capacity to deliver on multiple awards.
 - ii. If you are concurrently applying for other Health Foundation grants (eg Innovating for Improvement Round 7), we would require the awards to be independent (ie able to be completed if you are only successful in one award), although they can be complementary. Note that the same project idea cannot be submitted to more than one funding opportunity; please instead consider which funding opportunity would be most appropriate.

* Please note:

- Grant funds will be paid to a single named individual or organisation. All arrangements for subcontracting and/or transfer of funds to other parties will be the responsibility of the main recipient.
- For regulatory purposes, The Health Foundation must account for the tax status of our grant holders. Therefore, all applicants will have to provide relevant details for whichever entity will be receiving the funds. This would be one of the following:
 - i. NHS organisation, public sector organisation or private business – registered company number; **or**
 - ii. Academic institutions – name & address of organisation; **or**
 - iii. Private individuals – National Insurance number

2. Who should the project benefit?

One or more of the following groups should directly benefit:

- a. NHS patients or social care users, in the UK
- b. NHS employees / staff in other organisations if they work on Health, in the UK
- c. The wellbeing of communities, in the UK
- d. Q community members

3. What are the terms for funding?

- a. Up to £30k. This can be either:
 - i. The total cost of the project
 - ii. Part funding for a project (eg if this is an add on to a larger project or if you are able to get matched funding from other sources)
- b. Grant holders must be ready to start the project, or the funded aspect of it, within 3 months of getting the funding
- c. If successful, project teams must be prepared to:
 - i. share a project update at a future Q event if requested
 - ii. submit a final budget & short report to THF at the end of the project or within 1 year (whichever is first).
 - iii. provide updates to the Q community as specified in your application

4. What type of projects will be considered?

- a. Improvement projects (either in entirety or as part of a larger programme of work); these could test a new idea or adopt & adapt an existing one
- b. Development & provision of learning events / training / toolkits or resources
- c. Evaluations / data gathering & analysis of improvement projects
- d. Software development (provided user testing is part of the project)
- e. Design work with patients / service users / staff / local communities
- f. Small scale research projects
- g. Development of a communication campaign / materials relating to improvement

5. What will not be eligible for funding?

- a. Substantive posts linked to the specific intervention that will not be sustained after the funding period eg hiring an additional HCA for 6 months
- b. Solely IT infrastructure eg the purchase of equipment / software / licences
- c. Capital expenditure eg vehicles, building acquisition or refurbishment
- d. Organisational overheads eg rent, HR
- e. Procurement of day-to-day consumables or office equipment
- f. Conference attendance / external training for individuals eg part fund an MBA

6. What are the basic requirements of project and team?

- a. Does not introduce unsafe practice / increase risk to patients or vulnerable groups (where appropriate, proof that relevant ethics approval or other organisational requirements have been sought & received)
- b. The team has commitment and capacity to deliver, including any necessary sign off from line manager/senior team ie won't pull out if given funding
- c. The team will produce a report for the Q Community at the end of the project or within 1 year (whichever is first).
 - i. For the Health Foundation governance purposes this report will also be submitted to the Health Foundation to enable the final payment to be released.
- d. The team submit a high-level project budget. Note that a project budget template will be shared to help teams plan.

7. Other factors that will be considered by the shortlisting panel

- a. Geographical spread of ideas
- b. Number of ideas from different sectors / professional groups / clinical conditions
- c. Number of ideas relating to specified theme(s)
- d. Overall level of risk eg number of novel ideas v. spreading of existing work

If you have any question please visit our FAQ document or email the project team at anna.markland@health.org.uk